



# Yateley Manor



Please complete this form and send to:-

Yateley Manor School Ltd  
51 Reading Road  
Yateley  
Hampshire  
GU46 7UQ

## Instruction to your Bank or Building Society to pay by Direct Debit

Originator's Identification Number

|   |   |   |   |   |   |
|---|---|---|---|---|---|
| 9 | 6 | 0 | 6 | 8 | 1 |
|---|---|---|---|---|---|

Name(s) of Account Holder(s)

FOR YATELEY MANOR SCHOOL USE ONLY  
This is not part of the instruction to your bank

Bank/Building Society Account Number

|  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |  |
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Branch Sort Code

|  |  |  |  |  |  |
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|--|--|--|--|--|--|

Account Ref: \_\_\_\_\_

Pupil Name: \_\_\_\_\_

Name and full postal address of your Bank or Building Society

|                 |                       |
|-----------------|-----------------------|
| To: The Manager | Bank/Building Society |
| Address         |                       |
|                 |                       |
| Postcode        |                       |

### Instruction to your Bank/Building Society

Please pay Yateley Manor School Ltd Direct Debits from the account detailed in this instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this Instruction may remain with Yateley Manor School and if so, details will be passed electronically to my Bank/Building Society.

|              |
|--------------|
| Signature(s) |
|              |
| Date         |

Reference Number

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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**Banks and Building Societies may not accept Direct Debit Instructions for some types of account**

Yateley Manor is a registered charity No. 307374. A company limited by guarantee and registered, No.966437, in England and Wales at the above address.

This guarantee should be detached and retained by the payer.

### The Direct Debit Guarantee



- This Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits
- If there are any changes to the amount, date or frequency of your Direct Debit Yateley Manor School will
- notify you ten working days in advance of your account being debited or as otherwise agreed.  
If you request Yateley Manor School to collect a payment, confirmation of the amount and date will be given
- to you at the time of the request
- If an error is made in the payment of your Direct Debit by Yateley Manor School or your bank or building society
- you are entitled to a full and immediate refund of the amount paid from your bank or building society
- If you receive a refund you are not entitled to, you must pay it back when Yateley Manor School asks you to
- You can cancel a Direct Debit at any time by simply contacting your bank or building society.

Written confirmation may be required. Please also notify Yateley Manor School .