



# St Catherine's BRAMLEY

Station Road, Bramley, Guildford, Surrey, GU5 0DF  
+44 (0)1483 899710



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

Please fill in the whole form using a ball point pen and send it to:

**Chief Financial Officer  
St Catherine's School  
Station Road  
Bramley  
Guildford  
GU5 0DF**

Service user number

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Pupil Name

Name(s) of Account Holder(s)

Bank/Building Society account number

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Branch Sort Code

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Name and full postal address of your Bank or Building Society

To: The Manager	Bank/building society
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Address
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Postcode
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**For St Catherine's Office use only** (this is not part of the instruction to your Bank or Building Society)

### Instruction to your Bank or Building Society

Please pay St Catherine's School 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 St Catherine's School and, if so, details will be passed electronically to my Bank/Building Society.**

Signature(s)

Date

Reference

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

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 St Catherine's School will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request St Catherine's 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 St Catherine's 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 St Catherine's 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 us.