



Instruction to your Bank or Building Society to pay Direct Debits.

Please complete this form and send it to: The Fees Manager, Millfield, Street, Somerset BA16 0YD

1. Name and full postal address of your Bank or Building Society Branch

To: The Manager _____
 _____ Bank or Building Society

 _____ Post Code _____

2. Name (s) of account holder (s)

5. Millfield reference number (for office use only)

3. Branch sort code

(from the right hand corner of your cheque)

<input type="text"/>	<input type="text"/>	—	<input type="text"/>	<input type="text"/>	—	<input type="text"/>	<input type="text"/>
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6. Instructions to your Bank or Building Society

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

Payment (please specify) **ADVANCE / TERMLY**

Signature (s) _____

Date _____

4. Bank or Building Society account number

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Banks and Building Societies may not accept Direct Debit instructions for some types of account

Name of Pupil (s) _____

Millfield is a company limited by guarantee and registered in England and Wales. Company number: 00522385. Registered charity number: 310283.



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 Millfield will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Millfield 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 Millfield 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 Millfield 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 Millfield.