



Bishop's Stortford College

Please fill in the whole form (one form per pupil) and send it to: Finance, Bishop's Stortford College, School House, Maze Green Road, Bishop's Stortford, Hertfordshire CM23 2PQ

Instruction to your bank or building society to pay by Direct Debit

To: The Manager	Bank/Building Society
Address	
Postcode	

Service user number

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Name(s) of account holder(s)

Email(s) of account holder(s)

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Bank/building society account number

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Branch sort code

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Pupil Name(s)

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Instruction to your bank or building society

Please pay The Incorporated Bishop's Stortford College Association 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 The Incorporated Bishop's Stortford College Association and, if so, details will be passed electronically to my bank/building society.

Signature(s)

Date

Banks and building societies may not accept Direct Debit Instructions for some types of account.

We are unable to accept electronic signatures please print, complete, scan and return to the Fees Department.

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 The Incorporated Bishop's Stortford College Association will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request The Incorporated Bishop's Stortford College Association 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 The Incorporated Bishop's Stortford College Association 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 The Incorporated Bishop's Stortford College Association 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.