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DIRECT Debit

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:

***St. John's School Northwood Ltd***
***Potter Street Hill***
***Pinner***
***Middlesex***
***HA5 3ZF***

**Pupil Name** _____

**Service user number**

| 4 | 3 | 6 | 8 | 8 | 5 |
|---|---|---|---|---|---|

**Reference**

**Name(s) of account holder(s)**

**Bank/building society account number**

**Branch sort code**

**Name and full postal address of your bank or building society**

To: The Manager — Bank/building society

Address

Postcode

**Instruction to your bank or building society**
Please pay St John'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 John's School and, if so, details will be passed electronically to my bank/building society.

Signature(s)

Date

This guarantee should be detached and retained by the payer.

# The Direct Debit Guarantee

DIRECT Debit

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