

# St Marys School (Colchester)

## 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 Marys School (Colchester)  
91 Lexden Road  
Colchester  
CO3 3RB

Service user number

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For St Mary's School (Colchester) official use only  
This is not part of the instruction to your bank or building society.

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

Reference (To be completed by School)

### Instruction to your Bank or Building Society

Please pay St Mary's School (Colchester) 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 Mary's School (Colchester) 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

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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 Marys School (Colchester) will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request St Marys School (Colchester) 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 Marys School (Colchester) 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 Marys School (Colchester) 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.