

# Habs

HABERDASHERS'  
BOYS' SCHOOL

Dear Parent

**Service User Name: Haberdashers' Aske's Boys School**  
**Service User Number: 728304**

Thank you for your interest in paying the school fees by Direct Debit. Please find attached our Direct Debit Mandate form for your completion.

We are required by BACS to perform certain checks to verify the identity of the payer, their address and bank account details before we submit the new DD instruction. This is called 'Know your Customer' (KYC). We therefore ask you to provide a recent copy of the bank account statement you will be paying the Direct Debit from, showing your full name, address, account number and sort code. The statement does not need to show account balance or transactions.

Please return the form with a copy of your bank statement to [fees@habsboys.org.uk](mailto:fees@habsboys.org.uk).

Yours faithfully

Fees Office



# THE HABERDASHERS' ASKE'S BOYS' SCHOOL

Registered Charity No. 313996



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

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

The Haberdashers' Aske's Boys' School,  
Butterfly Lane,  
Elstree, Borehamwood,  
Herts  
WD6 3AF

Service User Number

7 | 2 | 8 | 3 | 0 | 4

Reference Number

|  |  |  |  |  |  |
|--|--|--|--|--|--|
|  |  |  |  |  |  |
|--|--|--|--|--|--|

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 The Haberdashers' Aske's Boys' 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 The Haberdashers' Aske's Boys' School 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.

**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 Haberdashers' Aske's Boys' School will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request The Haberdashers' Aske's Boys' 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 The Haberdashers' Aske's Boys' 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 The Haberdashers' Aske's Boys' 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 The Haberdashers' Aske's Boys' School.