



Dear Parents and Guardians,

**Service User Name: Haberdashers' Aske's School for Girls**  
**Service User Number: 699083**

Please find attached our Direct Debit (DD) 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 [feesgirls@habselstree.org.uk](mailto:feesgirls@habselstree.org.uk)

Yours sincerely,

Fees Office



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