

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

Yours sincerely,

Fees Office



Dr Hazel Bagworth-Mann, *Headmistress* Habs Girls, Aldenham Road, Elstree, Herts. WD6 3BT office@habsgirls.org.uk 020 8266 2300 Registered charity no. 313996



Haberdashers' Aske's School for

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



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

Haberdashers' Aske's School for Girls Aldenham Road Elstree Herts WD6 3BT	Servie 6
Name(s) of account holder(s)	Refer
Bank/building society account number Branch sort code	Please the acc by the remain will be
Name and full postal address of your bank or building society To: The Manager Bank/building society Address	Signat
Postcode	Date

Service user number 6 9 9 0 8 3 Reference

Instruction to your bank or building society

Please pay Haberdashers' Aske's School for Girls 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 Haberdashers' Aske's School for Girls and, if so, details will be passed electronically to my bank/building society.

Signature(s)	
Date	

DDIO

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

		TI	ne		DIRECT
		Direct	Debit		
		Guar	antee		
 This Guar 	ntee is offered by all banks	and building societies	that accept instructio	ns to pay Direct Debi	ts
you sever	any changes to the amoun working days in advance o lool for Girls to collect a pa	f your account being d	lebited or as otherwise	agreed. If you reque	st Haberdashers'
society yo	s made in the payment of y are entitled to a full and in ceive a refund you are not	nmediate refund of the	e amount paid from you	ur bank or building so	ciety
• You can o	ncel a Direct Debit at any lease also notify us.		•		