



**Haberdashers' Aske's School for Girls**



**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:

Haberdashers' Aske's School for Girls  
Aldenham Road  
Elstree  
Herts  
WD6 3BT

Name(s) of account holder(s)


Bank/building society account number

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Branch sort code

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Name and full postal address of your bank or building society

To: The Manager	Bank/building society
Address	
Postcode	

Service user number

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Reference

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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)

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Date

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