NEW DIRECT DEBIT

William Howard School (An Academy) Ltd

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

point pen and send it to:

William Howard School
Finance Department
Longtown Road
Brampton
Cumbria
CA8 1AR

Service user number

4	3	8	3	7	2

FOR WILLIAM HOWARD SCHOOL (AN ACADEMY) LTD OFFICIAL USE ONLY
This is not part of the instruction to your bank or building society.

Direct Debit Payment to be taken on the 5th Day of the Month.

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 CA1 2ST

Reference

W	H	S	T	S	P	T										

Instruction to your bank or building society
Please pay William Howard School (An Academy) Ltd 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 William Howard School (An Academy) Ltd 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

DDI1

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 William Howard School (An Academy) Ltd will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request William Howard School (An Academy) Ltd 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 William Howard School (An Academy) Ltd 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 William Howard School (An Academy) Ltd 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.