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

Please fill in the whole form and send it to:

The Manor Preparatory School
Faringdon Road
Abingdon
Oxfordshire
OX13 6LN

Please tick your requirements:

Termly Direct Debit	
Monthly Instalments	

Tuition fees only	
Full termly invoice (Tuition & extras)	

Originator's Identification Number

9	5	9	6	2	7

Name(s) of Account Holder(s)

Reference Number

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 Manor Preparatory School Trust Direct Debits from the account detailed in this Instruction subject to safeguards assured by the Direct Debit Guarantee. I understand that this Instruction may remain with The Manor Preparatory School Trust 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 is not part of the Instruction to your Bank or Building Society and must be detached by The Manor Preparatory Trust before submission to the Paying Bank

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 Manor Preparatory School Trust will notify you 7 working days in advance of your account being debited or as otherwise agreed. If you request The Manor Preparatory School Trust 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 Manor Preparatory School Trust 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 Manor Preparatory School Trust 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.