



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

Please fill in the whole form including official use box using a ball point pen and send it to:

Reigate Grammar School
Reigate Road
Reigate
RH2 0QS

Service User Number

7	2	4	1	5	7
----------	----------	----------	----------	----------	----------

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

Reference (E.G. 1675 Bursary Fund, Henry Smith Club etc)

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

PLEASE COMPLETE IN FULL
This is not part of the Instruction to your bank or building society.

Name _____

Address _____

Postcode _____ Email _____

I would like to set up a Direct Debit of:

£ _____	Month to start: _____ Monthly/Quarterly/Annually
---------	---

Please debit my Bank/Building Society account on :
1st or 18th

Instruction to your Bank or Building Society

Please pay Reigate Grammar School 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 Reigate Grammar School 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 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 Reigate Grammar School will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Reigate Grammar School 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 Reigate Grammar School 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 Reigate Grammar School 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.