

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: Admissions, Dunottar School, High Trees Road, Reigate, RH2 7EL

United Church Schools Trust
Worldwide House
Thorpe Wood
Peterborough
PE3 6SB

For United Church Schools Trust Office Use Only
This is not part of the instruction to your Bank or Building Society

Pupil Name

Name(s) of account holder(s)

Service user number

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Reference (for completion by UCST)

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Bank/building society account number

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Instruction to your bank or building society
Please pay United Church Schools Trust 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 United Church Schools Trust and, if so, details will be passed electronically to my bank/building society.

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

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 United Church Schools Trust will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request United Church Schools 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 United Church Schools 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 United Church Schools 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 United Church Schools Trust.