Kimbolton School

# 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:**

Kimbolton School
Kimbolton
Huntingdon
Cambs PE28 0EA

**Service user number**

| 6 | 2 | 6 | 0 | 3 | 5 |
|---|---|---|---|---|---|

FOR **KIMBOLTON SCHOOL** OFFICIAL USE ONLY
This is not part of the instruction to your bank or building society.

Please indicate preferred payment period by encircling one of the options below:

1) Termly
or
2) Monthly

Pupil Name

**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**

**Instruction to your bank or building society**
Please pay Kimbolton 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 Kimbolton School and, if so, details will be passed electronically to my bank/building society.

Signature(s)

Date

DDI1

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 Kimbolton School will notify you at least 10 working days in advance of your account being debited or as otherwise agreed. If you request Kimbolton 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 Kimbolton 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 Kimbolton 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.