

# Park School (Bournemouth) Ltd

## 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:

|   |
|---|
| Park School<br>43 Queens Park South Drive<br>Bournemouth<br>BH8 9BJ |
|---|

Service user number

|   |   |   |   |   |   |
|---|---|---|---|---|---|
| 6 | 9 | 6 | 7 | 3 | 9 |
|---|---|---|---|---|---|

**Please continue with your usual BACS payments until we contact you to confirm your direct debit has been processed.**

Name(s) of account holder(s)

|  |
|--|
|  |
|  |

Bank/building society account number

|  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|
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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        |                       |

**Instruction to your bank or building society**

Please pay Park School (Bournemouth) 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 Park School (Bournemouth) Ltd and, if so, details will be passed electronically to my bank/building society.

Signature(s)

|      |
|------|
|      |
|      |
| Date |

Reference (Child's Name, Class)

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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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 Park School will notify you 7 working days in advance of your account being debited or as otherwise agreed. If you request Park 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 Park 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 Park 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.

