

ST MARGARET'S

SCHOOL



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:

St Margaret's School
Merry Hill Road
Bushey
Hertfordshire
WD23 1DT

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	

Originator's Identification Number

4	3	4	0	9	8
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Reference

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Instruction to your bank or building society

Please pay St Margaret's 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 St Margaret's School and, if so, details will be passed electronically to my bank/building society.

Signature(s)

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Date

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Banks and building societies may not accept Direct Debit Instructions for some types of account

DD12

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

ST MARGARET'S

SCHOOL

Merry Hill Road, Bushey, Hertfordshire, WD23 1DT
T: 020 8416 4400 E: schooloffice@smbushey.com
Head: Lara Pêchard BA MA PGCE

September 2020

Direct Debit Preference Form

Parent's Name: _____

Pupil Name: _____ Parent's reference _____

Address: _____

_____ Post Code _____

Email address _____

Please be advised that bills will be emailed.

Nominated Payment Option Preference (please tick the appropriate box below to indicate your preferred option)

Termly – Payment of fees and additional charges as they become due on a termly basis by direct debit

Monthly – Payment of fees on a monthly basis by direct debit, four collections each term: these being three equal payments of a third of the termly tuition fee and a fourth payment for extras incurred the previous term.

Signed: _____

Name: _____ **Date:** _____

Signed: _____

Name: _____

Please complete, sign and date this notification as appropriate and return to the bursary together with the original direct debit mandate form.