



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

Please fill in the form using a ball point pen and send it to:

Reigate Grammar School Reigate Road Reigate Surrey RH2 0QS
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NAME OF PUPIL:-

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Originator's Identification Number

7	2	4	1	5	7
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Reference Number

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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/ Building Society

To the Manager	Bank/Building Society
Address	
Postcode	

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 or 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 take part in the Direct Debit Scheme.
- The efficiency and security of the Scheme is monitored and protected by your own Bank or Building Society.
- If the amounts to be paid or the payment dates change **Reigate Grammar School** will notify you 10 working days in advance of your account being debited or as otherwise agreed.
- If an error is made by **Reigate Grammar School** or your Bank or Building Society you are guaranteed a full and immediate refund from your branch of the amount paid.
- You can cancel a Direct Debit at anytime by writing to your Bank or Building Society. Please also send a copy of the letter to us.