



PLYMOUTH COLLEGE & ST DUNSTAN'S SCHOOL



Instruction to your Bank or Building Society to pay Direct Debits

Originators Identification Number

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

BURSAR'S OFFICE
 PLYMOUTH COLLEGE
 FORD PARK
 PLYMOUTH
 DEVON
 PL4 6RN

Name(s) of Account Holder(s)

Reference

(To be completed by Plymouth College & St Dunstan's School.)

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Bank/Building Society Number

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Branch Sort Code

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Instruction to your Bank or Building Society

Please pay Plymouth College & St Dunstan'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 Plymouth College & St Dunstan's School and, if so, details will be passed electronically to my Bank/Building Society

Name and Full Postal Address of your Bank or Building Society

To: The Manager Address:	Signature(s)
Postcode:	Date:

BANKS AND BUILDING SOCIETIES MAY NOT ACCEPT DIRECT DEBIT INSTRUCTIONS FROM 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 by Direct Debit.
- If there are any changes to the amount, date or frequency of your Direct Debit Plymouth College & St Dunstan's School will notify you 5 working days in advance of your account being debited or as otherwise agreed. If you request Plymouth College 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 payment of your Direct Debit by Plymouth College 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 Plymouth College & St Dunstan's School ask 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.