

# TOCKINGTON MANOR SCHOOL



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

Please fill in the whole form (not including the official use box) using a ball point pen and send it to:

The Bursar  
Tockington Manor School  
Washingpool Hill Road  
Tockington  
Bristol  
BS32 4NY

Service User Number

2	9	4	6	2	9
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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 or Building Society

To: The Manager	Bank/Building Society
Address	
Postcode	

FOR TOCKINGTON MANOR SCHOOL OFFICIAL USE ONLY  
This is not part of the instruction to your Bank or Building Society.

**Instruction to your Bank or Building Society**

Please pay Tockington Manor School 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 Tockington Manor School Ltd and, if so, details will be passed electronically to my Bank/Building Society.

Signature(s)
Date

Reference

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Banks and Building Societies may not accept Direct Debit Instructions from some types of account

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