

# DIRECT DEBIT MANDATE FOR SUPPORT TIFFIN GIRLS' SCHOOL COMPANY



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

Support Tiffin Girls' School Company  
The Tiffin Girls' School  
Richmond Road  
Kingston upon Thames  
Surrey  
KT2 5PL

Name(s) of Account Holder(s)

\_\_\_\_\_

\_\_\_\_\_

Bank / Building Society account number

\_\_\_\_\_

Sort code

\_\_\_\_\_

Name and full postal address of your Bank or Building Society

To: The Manager

Bank/Building Society

Address

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

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

Monthly Amount	Please tick/specify amount
Other	
£50	
£30	

Originator's Identification Number

7 2 6 2 5 6

Reference (SCHOOL TO COMPLETE)

\_\_\_\_\_

### Instruction to your Bank or Building Society

Please pay Support Tiffin Girls' 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 The Tiffin Girls' School and, if so, details will be passed electronically to my Bank/Building Society.

Signature(s)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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 is any change to the amount, date or frequency of your Direct Debit, The Tiffin Girls' School will notify you 14 working days in advance of your account being debited or as otherwise agreed. If you request The Tiffin Girls' School to collect a payment, confirmation of the amount and date will be given to you at the time of request.
- If an error is made in the payment of your Direct Debit by The Tiffin Girls' 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 that you are not entitled to, you must pay it back when The Tiffin Girls' 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 The Tiffin Girls' School.