



INSTRUCTION TO YOUR BANK OR BUILDING SOCIETY TO PAY BY DIRECT DEBIT

Please fill in the whole form using a ball point pen and return to the school office.

Send to:

**AVALON SCHOOL
CALDY ROAD
WEST KIRBY
WIRRAL
CH48 2HE**

Service user number:

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For Avalon School Education Trust Use Only

This is not part of the instruction to your bank or building society

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

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Post Code

Reference:

Please quote your account number from your invoice.

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Instruction to your bank or building society:

Please pay Avalon School Educational Trust 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 Avalon School Educational Trust and if so, details will be passed electronically to my bank/building society.

Signature(s)

Date

Banks and building societies may not accept Direct Debits instructions for some types of accounts

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 Avalon School Education Trust will notify you ten working days in advance of your account being debited or as otherwise agreed. If you request Avalon School Educational Trust 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 Avalon School Educational Trust 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;
- 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 Avalon School Educational Trust.