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

Summer Fields OXFORD

Mayfield Road, Oxford OX2 7EN

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

The Finance Officer
Summer Fields School Trust Ltd.
Mayfield Road
Oxford
OX2 7EN

Name(s) of account holder(s)

Bank/building society account number

Branch sort code

Name and full postal address of your bank or building society

To: The Manager: Bank/building society

Address:

Postcode:

Banks and building societies may not accept Direct Debit Instructions for some types of account.

Service user number

2 9 5 1 8 1

Reference *(please leave blank - for office use only)*

For Summer Fields School Trust Ltd. 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 Summer Fields School Trust 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 Summer Fields School Trust Ltd. and, if so, details will be passed electronically to my bank/building society.

Signature(s):

Date:

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 changes to the amount, date or frequency of your Direct Debit, Summer Fields School Trust Ltd. will notify you 7 working days in advance of your account being debited or as otherwise agreed. If you request Summer Fields School Trust Ltd. 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 Summer Fields School Trust Ltd. 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 Summer Fields School Trust Ltd. asks you to.
- You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written confirmation my be required. Please also notify us.