

# Cheadle Hulme School

## Direct Debit Instruction Form



Cheadle Hulme School

Please complete in BLOCK CAPITALS if you wish to pay fees and other charges by Direct Debit. We will only use the information for this purpose.

To enable us to process this instruction, we will need to share the information with our bank. Please visit [www.cheadlehulmeschool.co.uk/privacy](http://www.cheadlehulmeschool.co.uk/privacy) for more details about how we keep this information secure and only for as long as necessary.

The offer of a direct debit is at the school discretion, and may be withdrawn if the payment schedules are not adhered to.

Childs Name  Date of Admission  Year Group

**1. Name and address of Bank or Building Society**

Name:  
Address:

Post Code:

**3. Branch Sort Code**

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**4. Bank or Building Society account number**

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**2. Name and address of account holders**

Name:  
Address:

Post Code:

Number of Payments per year (tick one box only)

3 per year (1<sup>st</sup> day of Term)  9 per year

12 per year

Date of preferred for monthly payments

1<sup>st</sup>  15<sup>th</sup>  Last working day

Signature(s):

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**Instruction to your Bank or Building Society:**

Please pay Cheadle Hulme School Direct Debits from the account detailed on this instruction subject to the safeguards assured by The Direct Debit Guarantee.

Date:

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**Originators Identification Number - 915520**

**CHS Reference (office use Only)**

**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, Cheadle Hulme School will notify you 14 working days in advance of your account being debited or as otherwise agreed. If you request Cheadle Hulme 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 Cheadle Hulme 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 Cheadle Hulme 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. This Guarantee should be detached and retained by the payer.