DOLLAR ACADEMY

DIRECT Debit

# Instruction to your bank or building Society to pay by Direct Debit

**Please fill in the whole form including the official use box using a ball point pen and send it to:**

The Governors of Dollar Academy Trust
23 West Burnside
Dollar
FK14 7DX

**Service User Number**

| 9 | 0 | 3 | 2 | 4 | 8 |
|---|---|---|---|---|---|

**THIS INFORMATION IS FOR THE GOVERNORS OF DOLLAR ACADEMY TRUST OFFICIAL USE ONLY**
**This is not part of the instruction to your bank or building society**
**Please complete**

PUPIL(S) NAME(S) .....

.....

ADDRESS .....

.....

.....

.....

**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

**REFERENCE**

**Instruction to your Bank or Building Society**
Please pay The Governors of Dollar Academy 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 The Governors of Dollar Academy 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 Debit Instructions from some types of account

This guarantee should be detached and retained by the payer

# The Direct Debit Guarantee

DIRECT Debit

- 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 The Governors of Dollar Academy Trust will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request The Governors of Dollar Academy 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 The Governors of Dollar Academy 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
  - If you receive a refund you are not entitled to, you must pay it back when The Governors of Dollar Academy Trust 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.