



# The Independent Schools' Bursars Association

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

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

The Independent Schools' Bursars Association  
 167-169 Great Portland Street  
 5<sup>th</sup> Floor  
 London  
 W1W 5PF

Service User Number

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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	
Postcode	

Reference

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FOR The Independent Schools' Bursars Association OFFICIAL USE ONLY  
 This is not part of the instruction to your Bank or Building Society.  
**Important** – Please complete these details:

**Account Holder(s) Name & Address:**

Name:

Address:

Postcode:

Email Address:

**Instruction to your bank or building society**

Please pay The Independent Schools' Bursars Association 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 Independent Schools' Bursars Association 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 for some types of account

DD11

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 The Independent Schools' Bursars Association will notify you 3 working days in advance of your account being debited or as otherwise agreed. If you request The Independent Schools' Bursars Association 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 Independent Schools' Bursars Association 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 Independent Schools' Bursars Association 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.