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

Lewes Old Grammar School
Finance Department
Tyne House
140 High Street
Lewes
East Sussex
BN7 1XS

Instruction to your Bank or Building Society to pay by Direct Debit

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

Originators Identification Number
840242

THIS INFORMATION IS FOR LEWES OLD GRAMMAR SCHOOL ONLY. It is not part of the instruction to your Bank or Building Society.

Please complete Pupil(s) Name(s)

Address

Instruction to your Bank or Building Society
Please pay Lewes Old Grammar School 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 school and, if so details will be passed electronically to my Bank/Building Society

Signature

ACCOUNT REFERENCE
To be completed by Lewes Old Grammar School

This guarantee should be detatched and retained by the Payer

The Direct Debit Guarantee

This Guarantee is offered by all Banks or Building Societies that accept instructions to pay Direct Debits.

If there are any changes to the amount, date or frequency of your Direct Debit Lewes Old Grammar School will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Lewes Old Grammar 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 Lewes Old Grammar 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 Lewes Old Grammar 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.