



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

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

St Mary's School (Calne) Services Ltd, Calne, Wiltshire SN11 0DF

Name and full postal address of your bank or building society

To: The Manager	Bank/building society
Address	
Postcode	

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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Reference number (for official use only)

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Instruction to your bank or building society

Please pay St Mary's School (Calne) Services 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 St Mary's School (Calne) Services Ltd 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

This is not part of the instruction to your bank or building society.

Please enter the month that the direct debit starts:

IMPORTANT: Please sign.

☐ 12 MONTH DIRECT DEBIT COMMITMENT: I agree to enter in to a 12 month membership commitment upon joining as a facility user. I understand that payments will be ongoing after the initial 12 months but that I can cancel my membership agreement after this period by writing to my bank or building society and forwarding a copy to the Sports Centre Manager.

☐ MONTHLY DIRECT DEBIT NON-CONTRACT: I understand that payments will be ongoing but that I can cancel my membership agreement at any time by writing to my bank or building society and forwarding a copy to the Sports Centre Manager.

Signature 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 any changes to the amount, date or frequency of your Direct Debit St Mary's School (Calne) Services Ltd will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request St Mary's School (Calne) Services Ltd 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 St Mary's School (Calne) Services 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 St Mary's School (Calne) Services Ltd 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.
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