



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

Please fill in the whole form and send it to: The Harpur Trust, Princeton Court, Pilgrim Centre, Brickhill Drive, Bedford, MK41 7PZ.

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)

Instruction to your bank or building society

Please pay The Harpur 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 Harpur Trust and, if so, details will be passed electronically to my bank/building society.

Bank/building society account number

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Branch sort code

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Reference (to be completed by The Harpur Trust)

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Signature(s)
Date

Banks and building societies may not accept Direct Debit Instructions for some types of account

DD14

This is not part of the Instruction to your bank or building society and must be detached by The Harpur Trust before submission to the paying bank.

Pupil Name _____ Date of Birth ____/____/____

School _____

I wish the Harpur Trust to collect sums due by Direct Debit, under the reference number quoted, as per the completed authorisation above on a: * Please tick as appropriate

- ☐ • **Termly Basis** – Termly fees and fee bill extras deducted in full on the first day of term
- ☐ • **Monthly Basis** – Termly fees and fee bill extras divided into 3 termly payments as follows

Autumn Term – Sept, Oct and Nov **Spring term** – Jan, Feb and Mar **Summer term** – May, Jun and Jul

Signature _____

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 Harpur Trust will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request The Harpur 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 Harpur 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 Harpur 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.