



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

Please complete this direct debit form using a ball point pen and send it to:

The Wallace High School
12a Clonevin Park
Lisburn
BT28 3AD

Service user number

9 6 4 5 4 5

FOR THE WALLACE HIGH SCHOOL OFFICIAL USE ONLY
This is not part of the instruction to your bank or building society.

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	

Instruction to your bank or building society

Please pay The Wallace High School 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 Wallace High School and, if so, details will be passed electronically to my bank/building society.

Signature(s)
Date

Reference – For official use only by Wallace High School

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Direct Debit in respect of

Name: Class:

Name: Class:

DD11

Banks and building societies may not accept Direct Debit Instructions for some types of account
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 Wallace High School will notify you five working days in advance of your account being debited or as otherwise agreed. If you request The Wallace High 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 The Wallace High 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 The Wallace High 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.