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

Please fill in the whole form and send it to:

The Bursar (Development Office)
St George's Weybridge,
Weybridge Road
ADDLESTONE
Surrey KT15 2QS
Tel: 01932 839 352 **Fax:** 01932 839301

Service User Number

7	5	1	7	6	4

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

Reference Number

For St George's Weybridge Development Office Official Use Only
This is not part of the Instruction to your Bank or Building Society
Please indicate your preferred collection method by ticking one box.
Monthly:-
5th ☐ or 19th ☐ of the month
OR
Annually:
5th ☐ or 19th ☐ of_____month

Instruction to your Bank or Building Society
Please pay St George's Weybridge 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 George's Weybridge and, if so, details will be passed electronically to my Bank/Building Society.

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, St George's Weybridge will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request St George's Weybridge 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 George's Weybridge 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 George's Weybridge 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.

Data Protection: Information gathered by St George's Weybridge Development Office is kept on a secure database. Data is held in accordance with the Data Protection Act 1998 and is used only for creating closer links between the School and members of the Georgian family (e.g. alumni, parents, past parents), some of whom may reside outside of the European Union. The Development Office may also use the information for fundraising purposes. We will not publish your details without your consent nor do we sell our data to third parties for commercial purposes. Full details can be found on our websites.