



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



Please complete parts 1 to 5 to instruct your branch to make payments directly from your account. Complete the form and return it to: **Director of Development, North London Collegiate School, Canons Drive, Edgware, Middlesex HA8 7RJ**

Originator's Identification Number:	6	2	4	1	2	7
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To the Manager,	Bank/Building Society

Originator's Reference:
(For Office Use Only)

Amount: £

Frequency: monthly (1st of month) / quarterly (1st of Mar, Jun, Sep & Dec) / annually (1st of specified month) (**please circle preference**)

Duration: until payments have been made / until further notice

Start date:

5. Instructions to your Bank/Building Society, and signature(s):

- Please pay North London Collegiate School Direct Debits from the account detailed in this instruction subject to the safeguards assured by the Direct Debit Guarantee.
- I/we understand that this instruction may remain with North London Collegiate School and, if so, details will be passed electronically to my/our Bank/Building Society.

Signature:

Name:

Date:

1. Please write the full postal address of your branch in the box above.

2. Name(s) of Account holder(s):

3. Account Number:

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4. Sort Code:

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Banks/Building Societies may refuse to accept Instructions to pay Direct Debits from some types of account.

Boost your donation by 25p of Gift Aid for every £1 you donate. Gift Aid is reclaimed by North London Collegiate School from the tax you pay for the current tax year. Your address is needed to identify you as a current UK tax payer. I want to Gift Aid my donation and any donations I make in the future or have made in the last 4 years to North London Collegiate School. I am a UK tax payer and understand that if I pay less Income Tax and/or Capital Gains Tax in the current year than the amount of Gift Aid claimed on all my donations it is my responsibility to pay any difference.

Signed: _____ Address: _____
Date: _____ Postcode: _____

Please notify us if you want to cancel this declaration, change your name or home address or no longer pay sufficient tax on your income and/or capital gains.

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 North London Collegiate School will notify you 10 working days in advance of the amount being debited or as otherwise agreed. If you request North London Collegiate 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 North London Collegiate 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 North London Collegiate 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.