



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

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

Belfast Royal Academy  
3-17 Cliftonville Road  
Belfast  
BT14 6JL

Service user number

9	6	4	7	1	5
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Name(s) of account holder(s)


Reference (FOR OFFICE USE ONLY)

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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

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Postcode

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Signature(s)

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Date

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

DD12

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 Belfast Royal Academy will notify you ten working days in advance of your account being debited or as otherwise agreed. If you request Belfast Royal Academy 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 Belfast Royal Academy 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 Belfast Royal Academy 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.