



### Instructions to your Bank or Building Society to pay by Direct Debit.

Please fill in boxes 1-6 using a ball point pen and send it to:

Wellington School  
Carleton Turrets  
Craigweil Road  
AYR  
KA7 2XH

Originator's Identification Number

6 0 0 2 0 6

(5) Parents Full Postal Address

Postcode

(1) Name(s) of Account Holder(s)

[Empty box for Name(s) of Account Holder(s)]

(2) Bank/Building Society account number

[Empty box for Bank/Building Society account number]

(3) Branch Sort Code

[Empty box for Branch Sort Code]

**Instruction to your Bank or Building Society**  
Please pay Wellington School Direct Debts from the Account detailed in this Instruction subject to the Safeguard assured by the Direct Debit Guarantee. I understand that this Instruction may remain with Wellington School and, if so, details will be passed Electronically to my Bank/Building Society

(4) Name and full postal address of your Bank/Building Society

To: The Manager Bank/Building Society  
Address  
Postcode

(6)

Signature(s)  
Date

Reference Number

[Empty box for Reference Number]

**Banks and Building Societies may not accept Direct Debit Instructions for some types of accounts.**

### The Direct Debit Guarantee



- This Guarantee is offered by all Banks and Building Societies that take part in the Direct Debit Scheme. The efficiency and security of the Scheme is monitored and protected by your own Bank or Building Society.
- If the amounts to be paid or the payment dates change Wellington School will notify you 10 working days in advance of your account being debited or as otherwise agreed.
- If an error is made by Wellington School or your Bank or Building Society, you are guaranteed a full and immediate refund from your bank of the amount paid.
- You can cancel a Direct Debit at any time by writing to your Bank or Building Society. Please also send a copy of your letter to us.