



# 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:

Director of Development  
Haileybury  
Hertford  
Hertfordshire  
SG13 7NU

Originator's Identification Number:

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Reference Number:

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Amount: £

Frequency: monthly / quarterly / annually

Duration: until \_\_\_ payments have been made / until further notice

Start Date:

Name(s) of Account Holder(s):

Account Number:

Sort Code:

Name and address of your Bank or Building Society:

To: The Manager	Bank/Building Society
Address	
Postcode	

## Instruction to your Bank or Building Society

Please pay Haileybury 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 Haileybury and, if so, details will be passed electronically to my/our Bank/Building Society.

Signature(s):

Date:

**Boost your donation by 25p of Gift Aid for every £1 you donate.** Gift Aid is reclaimed by Haileybury 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 Haileybury. 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:

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.

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