

London Borough of Ealing
Corporate Collections
PO Box 1344
London W5 2BY



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

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

Ealing Music Service
London Borough of Ealing
Dominion Arts Education Centre
112 The Green
Southall
UB2 4BQ

Originator's identification number

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Name(s) of account holder(s)

Bank/building society account number

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Branch sort code

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Name and full postal address of your bank/building society

<small>To: The Manager</small>	<small>Bank/building society</small>
<small>Address</small>	
<small>Postcode</small>	

Reference number – for office use only

FOR LONDON BOROUGH OF EALING'S OFFICIAL USE ONLY
This is not part of the instruction to your bank or building society.

Instrument Serial Number

Pupil Name

First payment date:

Instruction to your bank or building society

Please pay London Borough of Ealing 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 London Borough of Ealing and, if so, details will be passed electronically to my bank/building society.

<small>Signature(s)</small>
<small>Date</small>

Banks and building societies may not accept Direct Debit Instructions from 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, London Borough of Ealing will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request London Borough of Ealing 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 London Borough of Ealing 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 London Borough of Ealing 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.