



# 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:

BRIDGWATER & TAUNTON COLLEGE  
BATH ROAD  
BRIDGWATER  
SOMERSET  
TA6 4PZ

Student's Name  
\_\_\_\_\_

Student's Date of Birth:  
\_\_\_\_\_

Originators Identification Number  
4 0 6 1 9 3

Reference (Office Use)  
B U S 2 3 2 4

Name(s) of Account Holder(s)  
\_\_\_\_\_  
\_\_\_\_\_

Bank/Building Society account number  
\_\_\_\_\_

Branch Sort Code  
\_\_\_\_\_

Name and postal address of your Bank or Building Society  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Postcode

**Instruction to your bank or Building Society**  
Please pay Bridgwater & Taunton College 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 Bridgwater & Taunton College and, if so, details will be passed electronically to my Bank/Building Society.

Signatures:  
\_\_\_\_\_  
\_\_\_\_\_  
Date

Banks and Building Societies may not accept Direct Debit Instructions for 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 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 Bridgwater & Taunton College will notify you 10 working days in advance of your account being debited or as otherwise agreed.
- If an error is made by Bridgwater & Taunton College or your Bank or Building Society, you are guaranteed a full and immediate refund from your branch 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.