

2018/19



WINCHESTER
COLLEGE
ENTERPRISES

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:

Winchester College Trading Company Limited trading as
Winchester College Enterprises
73 Kingsgate Street
Winchester
Hampshire
SO23 9PE

Service User Number

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Reference

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Name(s) of Account Holder(s)

Address of Account Holder(s)

Postcode

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	
Postcode	

FOR WINCHESTER COLLEGE ENTERPRISES OFFICIAL USE ONLY
This is not part of the instruction to your Bank or Building Society.

Instruction to your Bank or Building Society

Please pay Winchester College Trading Company Limited, trading as Winchester College Enterprises, 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 Winchester College Enterprises and, if so, details will be passed electronically to my Bank/Building Society.

Confirmation

I confirm that my address set out above is correct and that I am authorised to sign on the bank account for which details are provided.

Signature(s)

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Date

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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 Winchester College Trading Company Limited, trading as Winchester College Enterprises, will notify you ten working days in advance of your account being debited or as otherwise agreed. If you request Winchester College Trading Company Limited, trading as Winchester College Enterprises, to collect a payment, confirmation of the amount and date will be given to you at the time of request.
- If an error is made in the payment of your Direct Debit by Winchester College Trading Company Limited, trading as Winchester College Enterprises, 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 Winchester College Trading Company Limited, trading as Winchester College Enterprises, 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.