Sussex Coast College Hastings

DIRECT Debit

INSTRUCTIONS TO YOUR BANK OR BUILDING SOCIETY TO PAY BY DIRECT DEBIT

Please fill in the whole form and send it to:

Sussex Coast College Hastings
Station Plaza
HastingsEast Sussex
TN34 1BA

Originator's Identification Number

4	1	7	2	3	0

Reference Number

Name(s) of Account Holder(s)

Bank / Building Society account number

Branch Sort Code

Name and full postal address of your Bank or Building Society

To the Manager — Bank / Building Society

Address

Postcode

Instructions to your Bank or Building Society

Please pay Sussex Coast College Hastings 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 Sussex Coast College Hastings and, if so, details will be passed electronically to my Bank / Building Society.

Signature(s)

Date

Banks and Building Societies may not accept Direct Debit Instructions for some types of account

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This guarantee should be detached and retained by the payer

DIRECT Debit

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 Sussex Coast College Hastings will notify you 10 working days in advance of your account being debited or as otherwise agreed.
- If an error is made by Sussex Coast College Hastings 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.

If you would prefer a larger print version of this form please contact Student Services on 01424 442222