



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

Please fill in the whole form and send it to: **Bury Music Service Ltd., Mersey Drive, Whitefield, Manchester M45 8LN**

To: The Manager	Bank/building society
Address	
Postcode	

Name(s) of account holder(s)


Bank/building society account number

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Branch sort code

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Reference number

0																							
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Service user number

9	0	9	7	9	7
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### Instruction to your bank or building society

Please pay **Bury Music Service Ltd** 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 **Bury Music Service Ltd** 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

DD14

**This part will be detached by Bury Music Service Ltd., before sending to your bank.**

<b>PLEASE COMPLETE THIS BOX</b>	
Parent/Guardian's Name: _____	Tel No: _____
Address: _____	
Post Code: _____	
Other Contact No(s): _____ email address: _____	
1 <sup>st</sup> Child's Name: _____	School: _____
2 <sup>nd</sup> Child's Name: _____	School: _____

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 **Bury Music Service Ltd** will notify you **10** working days in advance of your account being debited or as otherwise agreed. If you request **Bury Music Service Ltd** 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 **Bury Music Service Ltd** 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 **Bury Music Service Ltd** 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 Bury Music Service in writing.**