



Please fill in the whole form, use boxes

Instruction to your Bank or Building Society to pay by

BARKING & DAGENHAM COLLEGE
DAGENHAM ROAD
ROMFORD
ESSEX
RM7 0XU

Originator's Identification No:

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Membership No. (MUST BE COMPLETED)

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S-Student/Staff, P-Public

Name(s) of Account Holder(s)

(Prefix) Mx/Miss/Ms/Mrs/Mr/Dr/Other
(First name/s)
(Last name)

Please pay BARKING & DAGENHAM COLLEGE. Direct Debits from the account detailed in the instructions subject to the safeguards assured by the Direct Debit Guarantee. I understand that this instruction may remain with BARKING & DAGENHAM COLLEGE and details will be passed electronically to my Bank or Building Society.

Bank or Building Society Account Number

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Branch Sort Code

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Name and Full Postal Address of your Branch

To The Manager Bank/Building Society Address
Post Code

Signature(s)
Date



This guarantee should be detached and retained by the payer.

The Direct Debit Guarantee



- This guarantee is offered by all Bank 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 and Building Society.
- If the amounts to be paid or the payment dates change BARKING & DAGENHAM COLLEGE will notify you in 10 working days in advance of your account being debited or as otherwise agreed.
- If an error is made by BARKING & DAGENHAM 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 anytime by writing to your Bank or Building Society, Please also send us a copy of your letter to us

**Barking and Dagenham
College Direct Debit
Agreement**



PERSONAL DETAILS			
NAME			
ADDRESS			
POST CODE			
FIRST PAYMENT DATE			
DIRECT DEBIT TAKEN ON	4TH		28TH
MEMBERSHIP NO			

AGREEMENT PLEASE READ IN FULL BEFORE SIGNING

The contract is on a monthly basis payable 1 month in advance. One month's written notice is required to end the contract and therefore no refunds will be given.

I agree to pay £ per month via direct debit payments.

Although under the Direct Debit method of payment I understand I may cancel my payment at any time, should I default on any Direct Debit payments my membership will automatically be cancelled until the fees are paid.

I declare that I have read the above and fully understand the agreement I have entered into, I am eighteen years of age or older and I do not require the assistance of an interpreter.

Signed

Date

Office Use Only

Proof of identity		Proof of address		Proof of bank details	
Passport		Utility bill(not older than 2 months)		Bank statement (not older than 2 months)	
Birth certificate		Bank statement (not older than 2 months)		Debit card	
Photo driving licence		Council tax bill			