



Instruction to your Bank or Building Society to pay by Direct Debit

Please fill in the whole form using a ballpoint pen and send it to:

Ryedale School of Music
 The Old School
 Tinley Garth
 Kirkbymoorside
 York
 YO62 6AR

Service User Number

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Name(s) of Account Holder(s)

For FastPay Ltd Re R and L Coates t/a
 Ryedale School of Music Official Use Only
 This is not part of the instruction to your Bank or Building Society
Dear Customer: Please Complete Below for Our Records

Name: _____
 Address: _____

 _____ Postcode: _____
 Phone: _____
 Email: _____

Bank or 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 _____

Instruction to your Bank or Building Society

Please pay FastPay Ltd Re R and L Coates t/a Ryedale School of Music 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 FastPay Ltd Re R and L Coates t/a Ryedale School of Music and, if so, details will be passed electronically to my Bank/Building Society.

Signature(s)

 Date

Reference Number

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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 accept instructions to pay Direct Debits.
- ❖ If there are any changes to the amount, date or frequency of your Direct Debit, FastPay Ltd Re R and L Coates t/a Ryedale School of Music will notify you five working days in advance of your account being debited or as otherwise agreed. If you request FastPay Ltd Re R and L Coates t/a Ryedale School of Music 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 FastPay Ltd Re R and L Coates t/a Ryedale School of Music 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 FastPay Ltd Re R and L Coates t/a Ryedale School of Music 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.