Tees Valley Music Service

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

Please fill in the whole form and send it to: **TVMS – Music Education Hub Lead Partner, Frederick Nattrass Centre, Swale Road, Stockton on Tees, TS20 1BY**

To: The Manager — Bank/building society

Address

Postcode

Name(s) of account holder(s)

Bank/building society account number

Branch sort code

Reference

T	V	M	S	G	I	D	G									

Service user number

6	8	4	3	3	9

Instruction to your bank or building society

Please pay Stockton on Tees Borough Council 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 Stockton on Tees Borough Council and, if so, details will be passed electronically to my bank/building society.

Signature(s)

Date

DDI4

Banks and building societies may not accept Direct Debit Instructions for some types of account

This is not part of the Instruction to your bank or building society and must be detached by TVMS-Music Education Hub before submission to the paying bank.

Pupil Name:_____

Address: _____

Post code: _____

We will write and confirm when payment by direct debit will commence. Until you receive this confirmation please pay the fees on-line, on the telephone or by cheque.

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 Stockton on Tees Borough Council will notify you ten working days in advance of your account being debited or as otherwise agreed. If you request Stockton on Tees Borough Council 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 Stockton on Tees Borough Council 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 Stockton on Tees Borough Council 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.