



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

Please fill in the whole form including official use box and send it to:

Sunhill Daycare (Europe) Limited
 PO Box 157
 Royston
 SG8 9WY

Service user number

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FOR Sunhill Daycare (Europe) Limited OFFICIAL USE ONLY
 This is not part of the instruction to your bank or building society but must be completed.

Child's Name:

Name(s) of account holder(s)

Bank/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 Sunhill Daycare (Europe) Limited 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 Sunhill Daycare (Europe) Limited and, if so, details will be passed electronically to my bank/building society.

Signature(s)
Date

Reference

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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.

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 Sunhill Daycare (Europe) Limited will notify you 5 working days in advance of your account being debited or as otherwise agreed. If you request Sunhill Daycare (Europe) Limited 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 Sunhill Daycare (Europe Limited 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 Sunhill Daycare (Europe) Limited 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.