



Please fill in the whole form using a ball point pen and return to;

The NROSO Customer Support Team
City & Guilds
4 Red Hall Court
Wakefield
WF1 2UN

Originator's Identification number

678751

Name(s) of Account Holder(s)

FOR OFFICE USE ONLY – PAYMENT REFERENCE

Instruction to your bank or building society
Please pay City & Guilds 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 City & Guilds and if so, details will be passed electronically to my bank / building society.

Bank / Building Society Account Number

Branch Sort Code

Name and full postal address of your Bank or Building Society

To the manager _____ Bank / Building Society
Address _____
Postcode _____

Signature(s) _____
Date _____

Banks and Building Societies may not accept direct debit instructions for some types of account

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 City & Guilds will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request City & Guilds 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 City & Guilds 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 City & Guilds 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.