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

The NRoSO Customer Support Team
City & Guilds NPTC
Building 500,
Abbey Park,
Stareton,
Warwickshire,
CV8 2LY

Originator's Identification number

678751

FOR OFFICE USE ONLY – PAYMENT REFERENCE

Name(s) of Account Holder(s)

_____

_____

_____

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

Signature(s)

_____

_____

Date

Name and full postal address of your Bank or Building Society

To the manager — Bank / Building Society

_____

Address

_____

Postcode

_____

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.