

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



Please fill in all fields on the below form to ensure that we can process your application quickly and accurately. The authorised signatory (or signatories) of the stated bank account must complete and sign this form. Email the completed form to fees@ofsted.gov.uk.

If completing a paper copy of the form, please use a ball point pen.

Reference – please enter your Ofsted reference number (this usually starts with EY, EZ or VC)

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Name and full postal address of the setting

Registered address for bank account

(A confirmation letter will be sent to this name and address)

Setting name:
Setting address:
Postcode:

First name:	Surname:
Registered address:	
Postcode:	

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Service User Number:

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

**Ofsted Finance Dept, 6th Floor
Piccadilly Gate
Store Street
Manchester
M1 2WD**

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 bank or building society

To: The Manager	Bank/Building Society
Address:	
Postcode:	

Instruction to your bank or building society

Please pay Ofsted 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 Ofsted and, if so, details will be passed electronically to my bank/building society.

Reference – please enter your Ofsted reference number (this usually starts with EY, EZ or VC)

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Signature(s):
Print Name(s):
Date:

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, Ofsted will notify you at least 10 working days in advance of your account being debited or as otherwise agreed. If you request Ofsted 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 Ofsted 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 that you are not entitled to, you must pay it back when Ofsted 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.