

**Instruction to your
Bank or Building Society
to pay Direct Debits**



If you are paying instalments by Direct Debit, please fill in this Instruction using a ball point pen and send it with the rest of the Enrolment Form to OCA.

Originator's Identification Number: **941072**

1. Name and full postal address of your Bank or Building Society branch

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

2. Name(s) of account holder(s)

--

3. Branch sort code (from top right corner of your cheques)

--	--	--	--	--	--

4. Bank or Building Society Account Number

--	--	--	--	--	--	--	--

5. Reference Number (entered by office)

--

6. Instruction to your Bank or Building Society

Please pay Open College of the Arts Direct Debits from the account detailed on this Instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this instruction may remain with Open College of the Arts and if so, details will be passed electronically to my Bank or Building Society.

Signature(s):
Date:

Banks/Building Societies may not accept Direct Debit Instructions from some types of account.