



# OXFORDSHIRE COUNTY COUNCIL

## Instruction to your Bank or Building Society to pay by Direct Debit

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

Oxfordshire County Music Service  
 Centre for Music  
 Bayswater Road  
 Oxford OX3 9FF

Tel: 01865 816990

Originator's Identification Number

8	3	8	3	9	0
---	---	---	---	---	---

Name(s) of Account Holder(s)


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	

This is not part of the instruction to your Bank or Building Society.

Child's name:
Date of Birth:
Post Code:
Music Service reference number or leave blank
2

**Instruction to your Bank or Building Society**

Please pay Oxfordshire County Council 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 Oxfordshire County Council and if so, details will be passed electronically to my Bank/Building Society.

Signatures
Date

Reference

M	1						
---	---	--	--	--	--	--	--

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 take part in the Direct Debit Scheme. The efficiency and security of the Scheme is monitored and protected by your own Bank or Building Society.
- If the amounts to be paid or the payment dates change Oxfordshire County Council will notify you 10 working days in advance of your account being debited or as otherwise agreed.
- If an error is made by Oxfordshire County Council or your Bank or Building Society, you are guaranteed a full and immediate refund from your branch of the amount paid.
- You can cancel a Direct Debit at any time by writing to your Bank or Building Society. Please also send a copy of your letter to us.



If you would like to pay for Oxfordshire County Music Service tuition, hire and ensemble fees by Direct Debit please complete this form and **return it by post** to the address at the top of the form or **by email** to: **music.service@oxfordshire.gov.uk**.

Please note:

- Please hand sign the form as electronic copies are not valid.
- To help you protect financial and personal information Oxfordshire County Council uses Egress' Switch as its secure email solution, Switch allows you to send encrypted, secure emails and file attachments. Please visit: <https://switch.egress.com/ui/registration/AccountCreate.aspx>
- Any unpaid invoices on your customer account will be taken by the first direct debit payment
- Any future enrolments for tuition, hire or ensembles will be added to the direct debit and taken in 1 instalment per invoice