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

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

IRIS Software Limited
Heathrow Approach
470 London Road
Slough
Berkshire
SL3 8QY

Originator's Identification Number

6	2	4	0	5	4

Name(s) of Account Holder(s)

Reference

School Name & Address

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

Instruction to your Bank or Building Society
Please pay IRIS Software Limited 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 IRIS Software Limited and if so, details will be passed electronically to my Bank/Building Society.

Signatures

Date

DDI2

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 IRIS Software Limited will notify you 10 working days in advance of your account being debited or as otherwise agreed.
- If an error is made by IRIS Software Limited 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.