

BACS PAYMENT REQUEST FORM

STUDENT DETAILS

Name of student _____

Instrument/Bow Number _____

Reason for refund

Request for repair/maintenance reimbursement must be accompanied by a receipt or proof of payment

Amount (if known) _____

Name (as it appears on account) _____

BANK DETAILS

Sort Code _____ Account No _____

Signature _____ Date _____

FOR OFFICE USE ONLY

Date Received _____

Date refund issued _____

Actioned by _____

Reference No _____

Once completed return this form to the **Finance Assistant** at the address below

Benslow Musical Instrument Loan Scheme, Benslow Lane, Hitchin, Hertfordshire SG4 9RB
+44 (0)1462 420748 • enquiries@benslowmusic-ils.org • www.benslowmusic-ils.org