

# **Loreto College Foxrock Direct Debit Set Up Instructions**

Loreto College Foxrock is using an online payment gateway called **GoCardless** for processing direct debit mandates.

For more information on Direct Debits see Go Cardless Direct Debit Guide for Payers.

#### To complete a paperless direct debit mandate:

Click on this direct link for Loreto College Foxrock below and complete all the details.
 <a href="https://pay.gocardless.com/BRT0003NEGCDY87">https://pay.gocardless.com/BRT0003NEGCDY87</a>

#### OR

Scan the below QR code

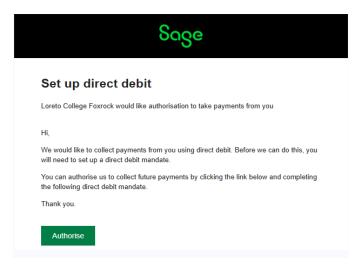


Scan to sign up
Powered by GoCardless

## **ALTERNATIVELY**

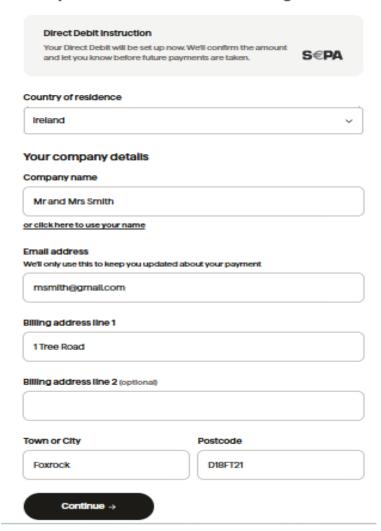
• Email <a href="mailto:nmaher@loretofoxrock.ie">nmaher@loretofoxrock.ie</a> to request a link from our Sage accounts system (sample below). The Sage link will have some information pre-populated for you.

# Sample from our Sage Accounts package email "noreply@sagedirectdebits.com"



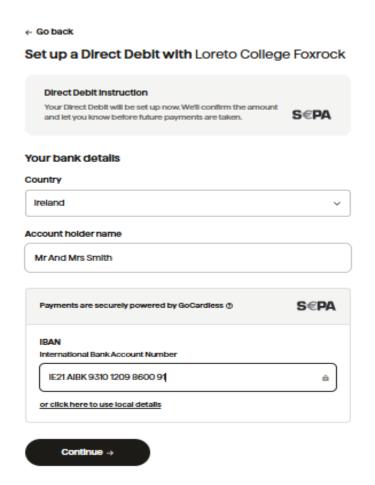
Clicking on either the direct link or the Authorise link in the email will bring you to the GoCardless Direct Debit set up page for Loreto College Foxrock. **Company details refers to Parent's details** 

### Set up a Direct Debit with Loreto College Foxrock



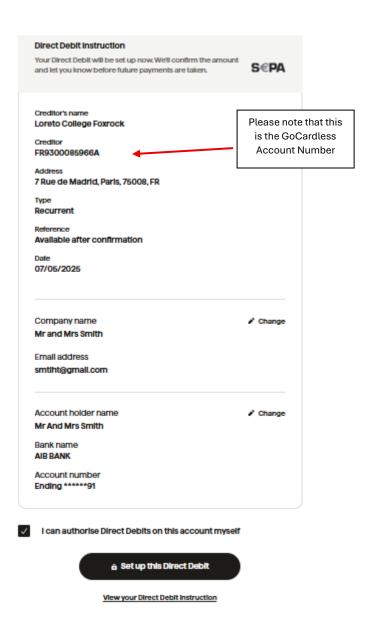
Complete the form with the required details and press Continue.

This page will require you to enter your Bank Details including your IBAN number which can be found on your bank statements or your banking app.



Complete the form with the required details and press **Continue**.

The confirmation page will be displayed. Check that the details are correct and you can download a copy of the direct debit via the link at the bottom of the page.



When the data has been checked press **Set up the Direct Debit.** In the coming days you will then receive an automated email with confirmation of the setup of the direct debit mandate.

Once the Direct Debit mandate has been completed it will carry forward from year to year while the family still has students attending the school. Notice can be provided to the Finance Department via <a href="mailto:nmaher@loretofoxrock.ie">nmaher@loretofoxrock.ie</a> to cancel the direct debit mandate if required.