



## **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.

<https://pay.gocardless.com/BRT0003NEGCDY87>

**OR**

Scan the below QR code




Scan to sign up

Powered by **GoCardless**

### **ALTERNATIVELY**

- Email [nmaher@loretofoxrock.ie](mailto:nmaher@loretofoxrock.ie) 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”



### Set up direct debit

Loreto College Foxrock would like authorisation to take payments from you

Hi,

We would like to collect payments from you using direct debit. Before we can do this, you will need to set up a direct debit mandate.

You can authorise us to collect future payments by clicking the link below and completing the following direct debit mandate.

Thank you.


Authorise

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

**Direct Debit instruction**

Your Direct Debit will be set up now. We'll confirm the amount and let you know before future payments are taken.



**Country of residence**

Ireland

**Your company details**

**Company name**

Mr and Mrs Smith

[or click here to use your name](#)

**Email address**

We'll only use this to keep you updated about your payment

msmith@gmail.com

**Billing address line 1**

1 Tree Road

**Billing address line 2 (optional)**

**Town or City**

Foxrock

**Postcode**

D18FT21

Continue →

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

2

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.

[← Go back](#)

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

**Direct Debit instruction**

Your Direct Debit will be set up now. We'll confirm the amount and let you know before future payments are taken.

**SEPA**


**Your bank details**

**Country**

Ireland

**Account holder name**

Mr And Mrs Smith

Payments are securely powered by GoCardless 

**SEPA**

**IBAN**

International Bank Account Number

IE21 AIBK 9310 1209 8600 91

[or click here to use local details](#)

**Continue →**

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.

**Direct Debit Instruction**  
Your Direct Debit will be set up now. We'll confirm the amount and let you know before future payments are taken. **SEPA**

Creditor's name  
**Loreto College Foxrock**

Creditor  
**FR9300086966A**

Address  
**7 Rue de Madrid, Paris, 75008, FR**

Type  
**Recurrent**

Reference  
**Available after confirmation**

Date  
**07/05/2025**

Company name  
**Mr and Mrs Smith** [Change](#)

Email address  
**smtht@gmail.com**

Account holder name  
**Mr And Mrs Smith** [Change](#)

Bank name  
**AIB BANK**

Account number  
**Ending \*\*\*\*\*91**

Please note that this is the GoCardless Account Number

☒ I can authorise Direct Debits on this account myself

[Set up this Direct Debit](#)

[View your Direct Debit Instruction](#)

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 [nmaher@loretofoxrock.ie](mailto:nmaher@loretofoxrock.ie) to cancel the direct debit mandate if required.