

## ***NORTH KENT SCHOOL TRANSPORT***

**See end of sheet re: posting payments**

### **PAYMENT INFORMATION**

We **only** accept the following methods of payment. - We do **not** have facilities to accept credit or debit card payments  
(We do not accept part payments with promises to pay balance at a later date!)

#### **1) CHEQUE (or Bank Faster Payments - see below) FOR FULL TERM OR YEAR AMOUNT**

Cheques to be made payable to North Kent School Transport (or NKST) and the Reference **must** be put on the back of the cheque.

The remittance advice must also be enclosed, but **please do not staple cheques to paperwork**.

If you are paying for more than one student then you may issued a single cheque for the total and all remittance advices must be enclosed and **all** the references put on the back of the cheque.

If you send a post-dated cheque (dated no later than the final date of remittance shown on the invoice) then please state clearly on the bottom of the remittance advice that it is a post-dated cheque to avoid it being banked immediately in error.

Do not send two cheques drawn on different accounts for one invoice (transfer funds to one account and send us one cheque).

#### **BANK FASTER PAYMENTS AND INTERNET BANKING PAYMENTS**

If you wish to pay by Faster Payments direct from your bank, or Internet Banking, this is our preferred method, **but the reference on the remittance slip must be quoted**, and there must be a separate payment for each Student/Reference

**Pay to:-** Sort code: 20-25-42 – A/c name: North Kent School Transport - A/c No: 00052701 - Ref: (as shown on remittance slip)

**\*\*The remittance slip must be sent to us advising the date of payment instructions.**

Alternatively you can email, **advising date and amount of payment**, to: [SchoolCoach@RCN.com](mailto:SchoolCoach@RCN.com), (Subject Heading : 'SCHOOL COACH' **and the 'REFERENCE'**) (If there is no subject heading, email may not reach us due to spam controls in place).

**\*\*In the case of Deposits**, we **always** require the remittance advice slip to be returned to us, or an email confirming inf is correct, as this is the basis of our records files, and confirms details we have are correct.

#### **2) MONTHLY - ONLY BY BANK STANDING ORDER (Post-dated monthly cheques are not acceptable as a substitute)**

(no standing order requests will be accepted after the first day of term)

**A charge to cover additional administration and bank charges is included in the Standing Order monthly payments.**

Under our Standing Order scheme the transport costs to the end of the school year are paid by 9 monthly instalments (or 5 if starting in January).

If you are paying by standing order, it is essential that you complete the form (which is *included in the invoice*) and send or hand it to your bank, as giving telephone or Internet instructions can result in wrong info/references being processed by the banks.

The bank standing orders are **fixed term (1<sup>st</sup> Septemberr-1<sup>st</sup> May incl)** instructions whereby your bank remits the money direct to our bank as per the standing order mandate.

**For those paying for two or more students, a separate standing order must be set up for each student, as we can only accept one reference on each standing order.**

**THIS IS NOT AN OPEN ENDED DIRECT DEBIT, and a new standing order mandate must be sent to your bank each year.**

***If you need to change the monthly payment date on the standing order from the 1st of the month, then it must be changed to start on your preferred date in AUGUST and not September, as we will not accept any late payments (see below). (The last month of payment would then be April and not May)***

All standing order payments **must be in our bank** by 6<sup>th</sup> of the month in which they are due. This makes allowance for weekends, and 3 days should be more than sufficient time for your bankers to transfer funds electronically to a major British Bank.

In the event of late or non-receipt of standing order payments, then the full balance of the term's charges will become payable and no further standing order facilities will be allowed

***(In the past, there has been over £5000 in unpaid standing orders by June, and some of these became bad debts, which we can ill afford!)***

#### **3) CASH PAYMENTS FOR FULL TERM**

Cash payments can only be made by calling at 4 Till Avenue Farningham **with the exact amount and the remittance advice** in a **sealed envelope**, with the amount written on the envelope and personally put it through the letterbox. (The door is clearly labelled with North Kent School Transport, so you cannot put through the wrong letterbox).

If there is a discrepancy, we will contact you immediately to advise you, (it has only happened once as long as we can remember, and the £10 overpayment was credited to the account and deducted from the following term's invoice).

**Cash (or any other) payments as a deposit into a branch of our bank are NOT acceptable**, as they do not show the reference on the bank statements, and paying cash into our account separately incurs additional bank charges.

**DO NOT SEND CASH THROUGH THE MAIL.** -(see note at end).

### **DO NOT SEND PAYMENTS TO THE SCHOOLS**

**NO PAYMENTS SHOULD EVER BE GIVEN TO THE COACH DRIVERS** as we do not see them regularly and it is not their job or responsibility to deliver to our office.

*We get one mail delivery per day, between 11:30am & 2:00pm, so cannot guarantee that there will be someone available to sign for registered/special delivery etc letters. If we have to travel to Dartford Sorting Office to sign and collect mail, we will charge £5.00 to cover expenses, (this also applies to unstamped and wrongly stamped mail e.g. stamps taped to envelope, or oversized env.), in addition to any mail charges incurred. - Cheques are usually banked within 3 banking days of receipt so you can check with your bank to see if it has been paid.*

**We now acknowledge receipt of payments, by email, each week.**