

Instruction to your

bank or building society

to pay by Direct Debit

Staffordshire University

Please fill in the whole form including official use box using a ball Service user number point pen and send it to: Financial Services (Direct Debits) 3 Staffordshire University Beaconside PLEASE COMPLETE This is not part of the instruction to your bank or building society Stafford Staffordshire Student's Reference Number: ST18 0AD Student's full name: Account Holder's Address: Name(s) of account holder(s) 22nd Payments to be taken on or (tick one box) Bank/building society account number Termly Branch sort code Instruction to your bank or building society Please pay Staffordshire University 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 Name and full postal address of your bank or building society with Staffordshire University and, if so, details will be passed electronically to my bank/building society. Address Signature(s)

Banks and building societies may not accept Direct Debit Instructions for some types of account

Date

DDI1

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 accept instructions to pay Direct Debits

Postcode

Reference

- If there are any changes to the amount, date or frequency of your Direct Debit Stafforshire University will notify you 7 working
 days in advance of your account being debited or as otherwise agreed. If you request Staffordshire University to collect a
 payment, confirmation of the amount and date will be given to you at the time of the request.
- If an error is made in the payment of your Direct Debit, by Staffordshire University or your bank or building society, you are entitled to a full and immediate refund of the amount paid from your bank or building society
 - If you receive a refund you are not entitled to, you must pay it back when Staffordshire University asks you to
- You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written confirmation may be required. Please also notify us.