

University of Strathclyde

Instruction to your bank or building society to pay by Direct Debit

Please fill in the whole form using a ball point pen and send it to: University of Strathclyde Rm 701 Learning & Teaching Building 49 Richmond Street Glasgow G1 1XU Service user number 3 8 Name(s) of account holder(s) Reference Instruction to your bank or building society Please pay University of Strathclyde Direct Debits from the account detailed in this Instruction subject to the safeguards assured by the Bank/building society account number Direct Debit Guarantee. I understand this Instruction may remain with University of Strathclyde and, if so, details will be passed electronically to my Bank/Building Society. Branch sort code Name and full postal address of your bank or building society Bank/building society Address Signature(s) Date Postcode

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

DDI2

This guarantee should be detached and retained by the payer.

The Direct Debit Guarantee



- x This Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits
 x If there are any changes to the amount, date or frequency of your Direct Debit University of Strathclyde will notify you 10 working
 days in advance of your account being debited or as otherwise agreed. If you request University of Strathclyde to collect a payment,
 confirmation of the amount and date will be given to you at the time of the request.
 x If an error is made in the payment of your Direct Debit, by University of Strathclyde 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 University of Strathclyde asks you to
 x 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.