



Staffordshire University

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

Please fill in the whole form including official use box using a ball point pen and send it to:

Financial Services (Direct Debits)
 Staffordshire University
 Beaconside
 Stafford
 Staffordshire
 ST18 0AD

Name(s) of account holder(s)

Bank/building society account number

--	--	--	--	--	--	--	--	--	--

Branch sort code

--	--	--	--	--	--

Name and full postal address of your bank or building society

<small>To: The Manager</small>	<small>Bank/building society</small>
<small>Address</small>	
<small>Postcode</small>	

Reference

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Service user number

8	3	6	2	1	2
----------	----------	----------	----------	----------	----------

PLEASE COMPLETE
This is not part of the instruction to your bank or building society

Student's Reference Number:

--	--	--	--	--	--	--	--	--	--

Student's full name: _____

Account Holder's Address: _____

Payments to be taken on 8th 22nd
 Or (tick one box) Termly

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 with Staffordshire University and, if so, details will be passed electronically to my bank/building society.

Signature(s) _____

Date _____

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

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
- If there are any changes to the amount, date or frequency of your Direct Debit Staffordshire 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.