

University of Bath Development and Alumni Relations Office

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 Bath Development and Alumni Relations Office										
	Servic	e use	er number							
	4	1	1 8	3	9	4				
Name(s) of account holder(s)	Refere	nce					•			
Bank/building society account number Branch sort code Name and full postal address of your bank or building society To: The Manager Bank/building society	Please Office subjec unders Develo	pay Direct to the tand	to your ban University of the Debits from the safeguar this Instruc int and Alum ctronically to	of Bath I m the ad ds assu tion may	Develope count d red by the remain tions Off	ment and letailed in he Direct with Un fice and,	Debi iversi if so,	t Gua	rante	e. I
Address	Signatu	re(s)								
Postcode	Date									

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 four Direct Debit University of Bath Development and Alumni Relations
 Office will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request University of
 Bath Development and Alumni Relations Office to collect a payment, confirmation of the amount and date will be given to you at the
 time of the request.
- All an effort is made in the payment of your Direct Debit, by University of Bath Development and Alumni Relations Office 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 esceive a refund you are not entitled to, you must pay it back when University of Bath Development and Alumni Relations
- Office 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.