

University of Nottingham

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 Nottingham Campaign and Alumni Relations Office King's Meadow Campus Nottingham NG7 2NR Service user number 6 Name(s) of account holder(s) Reference Instruction to your bank or building society Please pay University of Nottingham Direct Debits from the account detailed in this Instruction subject to the safeguards assured by the Direct Debit Quarantee. I understand this Instruction may remain with University of Nottingham and, if so, details will be passed electronically to my Bank/Building Society. Bank/building society account number 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 Nottingham will notify you 10 working
 days in advance of your account being debited or as otherwise agreed. If you request University of Nottingham 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 Nottingham or your bank or building society
 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 Nottingham 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.