To: The Manager  
Bank/building society

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

University of Hertfordshire  
College Lane  
Hatfield AL10 9AB

Service user number  
Reference

Instruction to your bank or building society

Please pay University of Hertfordshire Direct Debits from the account detailed in this instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand this Instruction may remain with University of Hertfordshire and, if so, details will be passed electronically to my Bank/Building Society.

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

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 you have any alterations to the amount, date or frequency of your Direct Debit University of Hertfordshire will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request University of Hertfordshire 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 University of Hertfordshire 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 Hertfordshire 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.