

University of Hertfordshire

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 Hertfordshire College Lane										
Hatfield AL10 9AB										
	Service	Service user number								
	4	3	2	0	1	2				
Name(s) of account holder(s)	Referen	се					•			
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 Address	Please detailed Direct I Univers	pay Unid in this Debit Gusity of Henically to	iversity of Instructi uarantee lertfordsh	ion subje e. I under	ordshire I ect to the rstand th , if so, de	Direct Do e safegu his Instru letails wil	ards as:	sured l	by th	he
Address	Signatur	e(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 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.
 x 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 of Hertfordshire 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.