DIRECT DEBIT FORM

Instructions 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:

University of East Anglia
Sustainable Travel Team
The Lodge
Estates and Buildings Division
Norwich Research Park
Norwich. NR4 7TJ

Service User Number

4	3	0	1	0	9

FOR University of East Anglia OFFICIAL USE ONLY

This is not part of the instruction to your Bank or Building Society.

If you are NOT the account holder, please complete below:

Name: _____

Address: _____

_____

_____

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

To: The Manager Bank/Building Society

Address

Postcode

Reference

Instruction to your Bank or Building Society

Please pay the University of East Anglia 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 the University of East Anglia and, if so, details will be passed electronically to my Bank/Building Society.

Signature(s)

Date

Banks or Building Societies may not accept Direct Debit Instructions for some types of account.

✂

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 instruction to pay Direct Debits
- If there are any changes to the amount, date or frequency of your Direct Debit the University of East Anglia will notify you ten working days in advance of your account being debited or as otherwise agreed. If you request the University of East Anglia 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 the University of East Anglia 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 the University of East Anglia 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.