



St Hugh's College

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:

Finance Office
St Margaret's Road
Oxford
OX2 6LE

Service user number

4	3	0	2	9	8
---	---	---	---	---	---

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 (To be completed by St Hugh's Finance Office only)

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

For St Hugh's College official use only

This is not part of the instruction to your bank or building society.

Instruction to your Bank or Building Society

Please pay St Hugh's College 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 St Hugh's College and, if so, details will be passed electronically to my Bank/Building

Signature(s)

--

Date

--

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

DDI 1 5/15

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 there are any changes to the amount, date or frequency of your Direct Debit **St Hugh's College** will notify you **10 working days** in advance of your account being debited or as otherwise agreed. If you request **St Hugh's College** 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 **St Hugh's College** 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 **St Hugh's College** 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.**