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:

Monkswood Way, Stevenage,
Hertfordshire SG1 1LA

Service user number

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For **NORTH HERTFORDSHIRE COLLEGE** official use only
This is not part of the instruction to your bank or 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

To: The Manager — Bank/building society

Address

Postcode

Instruction to your Bank or Building Society
Please pay **NORTH HERTFORDSHIRE 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 **NORTH HERTFORDSHIRE COLLEGE** and, if

Signature(s)

Date

Reference

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 **NORTH HERTFORDSHIRE COLLEGE** will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request **NORTH HERTFORDSHIRE 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 **NORTH HERTFORDSHIRE 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 **NORTH HERTFORDSHIRE 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.