



**UNIVERSITY OF
STIRLING**

ESTATE AND CAMPUS SERVICES

Residential Services
Residential Services Office
Geddes Court
University of Stirling
Stirling FK9 4LR
Scotland
Telephone: +44 (0)1786 467060
Fax: +44 (0)1786 466844
E-mail: accommodation@stir.ac.uk

GUIDANCE NOTES FOR COMPLETION OF DIRECT DEBIT FORM

During the online application process you should have printed off 2 copies of the direct debit form for your rent payments. New forms must be submitted every year. The application process automatically completes a number of boxes for you on the direct debit form, it is important that if you have not printed the form off during the application process that you complete all sections of the direct debit form. A blank direct debit form is included as part of our documents and downloads section on the residential services website.

Please remember to complete the following :

1. The form should be completed by the person whose account the rent is to be taken from
2. Please write the name of the bank account holder as it appears on their bank account
3. Ensure you include the 8 digit account number and 6 digit sort code of the bank account
4. The reference number required is the student ID number that you should have received once your place at the University is confirmed
5. Please include the full postal address of your bank
6. The account holder should sign and date the direct debit form in the box marked 'instructions to your Bank and Building Society'.
7. Please ensure that the student name and the name of the residence they have applied to are fully completed along with the room number and address.
8. The email address required is the University of Stirling address

Please note that 2 completed and signed copies are required and these should be sent as soon as possible to :

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