



**Please sign the completed form and send to: Instruction to your Bank or Building Society to pay by Direct Debit**

Residential Services Office  
Geddes Court  
University of Stirling  
STIRLING  
FK9 4LR

Telephone: 01786 467060

**Originator's Identification Number**

9	0	0	6	7	1
---	---	---	---	---	---

**For use with UK Bank/Building Society account(s) only.**

**Please PRINT clearly all account details AND COMPLETE THE 'OFFICIAL USE ONLY' box**

Name of Account Holder(s)


Bank/Building Society Account Number

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

Branch Sort Code

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

**Reference**

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

**Name and full postal address of your Bank or Building Society**

Name: 

--

Address: 


**Instructions to your Bank or Building Society**

Please pay University of Stirling 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 Stirling. Please note Bank and Building Societies may refuse to accept instructions to pay Direct Debits from certain types of accounts.

Signature(s)

Date

**FOR University of Stirling OFFICIAL USE ONLY**

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

**PLEASE ENTER YOUR STUDENT ID NUMBER**

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

STUDENT NAME: \_\_\_\_\_

NAME OF HALL: \_\_\_\_\_

**IMPORTANT - ACCOUNT HOLDER(S) PLEASE COMPLETE YOUR POSTAL ADDRESS(ES) SO THAT WE MAY CONTACT YOU IF CHANGES ARE REQUIRED.**

Address: \_\_\_\_\_

\_\_\_\_\_

Email: \_\_\_\_\_

**The Direct Debit Guarantee- This section to be retained by Payer**



- This Guarantee is offered by all Banks and Building Societies that take part in the Direct Debit Scheme. The efficiency and security of the Scheme is monitored and protected by your own Bank or Building Society.
- If the amounts to be paid or the payments dates change the University of Stirling will notify you 5 working days in advance of your account being debited or as otherwise agreed.
- If an error is made by the University of Stirling or your Bank or Building Society any direct debit which breaks the terms of this instruction will be refunded by the Bank/Building Society.
- You can cancel a Direct Debit at any time by writing to your Bank or Building Society. Please also send a copy to the Residential Services Office at the University of Stirling.