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|  | | | | | | | | | | |  | 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:** | | | | | | | | | | |  |  | | | | | | | | | | | | | | | | | |
| University of Bath  Sports Training Village  Claverton Down  Bath  BA2 7AY | | | | | | | | | | |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |
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|  | **Service user number** | | | | | | | | | | | | | | | | | |
|  | **7** | | **6** | | **5** | | **0** | | **1** | | **8** | |  | |  | |  | |
|  |
| **Name(s) of account holder(s)** | | | | | | | | | | |  | **Reference** | | | | | | | | | | | | | | | | | |
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|  | | | | | | | | | | |  | **Instruction to your bank or building society**  Please pay the University of Bath 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 Bath and, if so, details will be passed electronically to my bank/building society. | | | | | | | | | | | | | | | | | |
| **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 | | | | | | | | | | |  | Signature(s) | | | | | | | | | | | | | | | | | |
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| Banks and building societies may not accept Direct Debit Instructions for some types of account  DDI2 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

This guarantee should be detached and retained by the payer.

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| 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 the University of Bath will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request the University of Bath 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 Bath 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 Bath 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. |
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