



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:

Accommodation Services
Willow Court
University of Stirling
STIRLING
FK9 4QZ

Direct Line: +44 (0) 1786 467060
Email: accommodation@stir.ac.uk

Service user number

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Name(s) of account holder(s)

Reference

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Bank/building society account number

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Branch sort code

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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 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 University of Stirling and, if so, details will be passed electronically to my bank/building society.

Signature(s)
Date

Banks and building societies may not accept Direct Debit Instructions for some types of account

DD12

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 University of Stirling will notify you 5 working days in advance of your account being debited or as otherwise agreed. If you request University of Stirling 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 University of Stirling 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 University of Stirling 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.