



Please fill in the whole form using a ball point pen and send it to Leeds Beckett University, Financial Services, Room 202, Queen Square House, 80 Woodhouse Lane, City Campus, Leeds, LS2 8NU.

# Instruction to your Bank or Building Society to pay by Direct Debit

Originator's Identification Number

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Reference

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To The Manager	Bank/Building Society
Address	
Postcode	

FOR LEEDS BECKETT UNIVERSITY OFFICIAL USE ONLY  
This is not part of the instruction to your Bank or Building Society  
**STUDENTS ARE REQUIRED TO COMPLETE THE FOLLOWING**

Student number .....

Student name .....

Name(s) of Account Holder(s)


Instruction to your Bank or Building Society

Please pay Leeds Beckett University 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 Leeds Beckett University and, if so details will be passed on electronically to my Bank/Building Society.

Bank/Building Society account number

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Branch Sort Code

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Banks and Building Societies may not accept Direct Debit instructions for some types of accounts.

Signature(s)
Date

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, Leeds Beckett University will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Leeds Beckett University 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 Leeds Beckett University 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 Leeds Beckett University 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.