

## Accommodation Services

### Direct debit instruction

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

**For Newcastle University official use only. This is not part of the instruction to your bank or building society.**

Student number

Name

### Payer information

Payers Name

Address

Payers phone number

Payers email address

Relationship to student

Payment option – monthly or termly instalment

**Please complete your instruction to your bank on the following page**

### For office use only

Received

Date logged

**Please return the completed form to:**

Accommodation Services, Newcastle University, King's Gate, Leve 2, Newcastle-upon-Tyne, NE1 7RU



## Instruction to your bank or building society to pay by Direct Debit

Name(s) of Account Holder(s)

Service User Number

4 0 5 2 0 0

Bank/Building Society account number

Reference (Student Number)

A

Branch sort code

Name and full postal address of your Bank or Building Society

Bank/Building Society:

Address:

Postcode

### Instruction to your Bank or Building Society

Please pay Newcastle 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 Newcastle University 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.

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