



The University of Hull
Cottingham Road
Hull
HU6 7RX

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

Name(s) of Account Holder(s)

Originator's Identification Number

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Bank/Building Society Account Number

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Reference

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Branch Sort Code

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Instructions to your Bank or Building Society
Please pay University of Hull 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 Hull and, if so, details will be passed
electronically to my Bank/Building Society.

Name and full postal address of your
Bank or Building Society

To The Manager:	Bank/Building Society
Address	
Postcode	

Date
Day / Month / Year

Banks and Building Societies may not accept Direct Debit Instructions for some types of account.

Please print off and retain

Direct Debit Guarantee



- 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 payment dates change University of Hull will notify you 10 working days in advance of your account being debited or as otherwise agreed.
- If an error is made by University of Hull or your Bank or Building Society, you are guaranteed a full and immediate refund from your branch of the amount paid.
- You can cancel a Direct Debit at any time by writing to your Bank or Building Society. Please also send a copy of your letter to us.



Mr A B Sample
1 Sample Street
Sample Town
ABI CD2

Important: Confirmation of the set-up of your Direct Debit Instruction via the Internet.

Originator Identification Number: 992047

Dear Mr Sample,

Thank you for agreeing to pay your fees by Direct Debit. I hope you have found this new way of arranging your Direct Debit payment very convenient.

Payer's Account Name:	A. Sample	Payer's Ref. No.	A4200026629
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Having accepted your Direct Debit details I would like you to confirm that they are correct. Please can you check the details below?

Account Name:	A. Sample	Account number:	123456789
Collection day:	28th	Bank sort code::	12-23-56
First collection date::	28/10/2007	Last collection date:	28/04/2008
Frequency:	3 monthly	Amount to be debited:	£325.28

If any of the payment details are incorrect, please call us as soon as possible on **01482 466809**. However, if your details are correct you need do nothing and your Direct Debit will be processed as normal. You have the right to cancel your Direct Debit at any time. Please ensure that you contact your bank directly and inform us of the changes. A copy of the Direct Debit guarantee is below.

Once again thank you for arranging to pay your fees by Direct Debit. I hope that you continue to enjoy the benefits of using the Direct Debit facility via the internet.

Yours sincerely

S. Pitts

Student Financial Services Office
The University of Hull
Cottingham Road
Hull HU6 7RX
Tel: +44 (0)01482 466809/466861/466362/465674

Student Financial Services Officer

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