



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



Please fill in the whole form using black ball point pen and send it to:

The Sir Colin Campbell Building
University of Nottingham Innovation Park
Triumph Road
Nottingham
NG7 2TU

Originator's Identification Number

| | | | | | |
|---|---|---|---|---|---|
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Name(s) of Account Holder(s)

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| |

Reference Number

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Bank/Building Society account number

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Instruction to your Bank or Building Society

Please pay Naace Direct Debits from the account detailed in this Instruction subject to safeguards assured by the Direct Debit Guarantee. I understand that this Instruction may remain with Naace and, if so, details will be passed electronically to my Bank/Building Society.

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 | |

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| 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, Naace will notify you 10 working days in advance of your account being debited or as otherwise agreed.
- If you request Naace 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 Naace or your bank or building society, you are entitled 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 Naace asks you to.
- You can cancel a Direct at any time by simply contacting your bank or building society. Written confirmation may be required. Please also notify us.

