



Please fill in the whole form including the official use box using a ball point pen and send it to:

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

Queen's University Belfast
 Finance Department
 Income and Student Finance
 Student Guidance Centre
 Queen's University Belfast
 University Road
 Belfast, BT7 1NN

Service User Number

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Name(s) of Account Holder(s)

FOR QUB OFFICIAL USE ONLY

TO BE COMPLETED BY THE ACCOUNT HOLDER

This is not part of the instruction to your Bank or Building Society

Student Name :

Account Holder(s) Address :

Bank / Building Society Account Number

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Branch Sort

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Instruction to your Bank or Building Society

Please pay Queen's University Belfast 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 Queen's University Belfast 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	

Reference Number

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Signature(s)

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

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 is a change to the amount, date or frequency of your Direct Debit, Queen's University Belfast will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Queen's University Belfast 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, Queen's University Belfast or your bank or building society, you are entitled to a full and immediate refund from your bank or building society. - If you receive a refund you are not entitled to, you must pay it back when Queen's University Belfast asks you to.
- You can cancel a Direct Debit at any time by contacting your bank or building society. Written confirmation may be required. Please also notify us.

PLEASE READ THE FOLLOWING EXPLANATORY NOTES BEFORE COMPLETING THE DIRECT DEBIT MANDATE FORM.

Identification Requirements

If the bank account holder is NOT A STUDENT at the University, we must hold identification to verify the account holder. A copy of the account holder's driver license or utility bill with the account holder address, dated within the last 3 months should be provided. Please note mobile phone bills cannot be accepted for identification purposes. Mandates submitted without this identification will be deemed ineligible.

Completing the Direct Debit Form

All sections of the Direct Debit mandate form should be completed **including** the 'FOR QUB OFFICIAL USE ONLY'

Name(s) of Account Holder(s) – You should complete this section with the name on the Bank Account from which the Direct Debit is to be taken.

Bank/Building Society Account Number – You should complete this section with the Account number from which the Direct Debit is to be taken. Please note this may differ from the number quoted on your debit card. Your account number will normally be quoted on your bank statement

Branch Sort Code – **You** should complete this section with the relevant branch sort code. The sort code is the six digit number which identifies your bank branch. The Branch sort code will be quoted on your bank statement. You should check with your bank that this is the same sort code that should be used for direct debit payments.

Reference Number – It is essential that you quote the **Student Number** in this section so that the Direct Debit plan can be processed on the student account.

For QUB Official Use only

This section should be completed – with the Student Name and the **Account Holder's** address. Correspondence in relation to the Direct Debit will be sent to the Account Holder's address.

Signature

This section should be signed by the Account holder(s). We cannot process direct debit forms which have not been signed.

