



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

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

Methodist College Belfast
1 Malone Road
Belfast BT9 6BY

Name(s) of Account Holder(s)

Address

Bank/Building Society account number

Branch Sort Code

 - -

Name and full postal address of your Bank or Building Society

To the Manager	Bank/ Building Society
Address	
Postcode	

Account No:

Originator's Identification Number

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Payer Reference Number

Instruction to your Bank or Building Society

Please pay Methodist College Belfast 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 Methodist College Belfast 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 from 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 Methodist College Belfast will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Methodist College 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, by Methodist College Belfast 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 Methodist College Belfast 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.