

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

Please fill in the whole form including official use box and email it to: [halls-finance@gold.ac.uk](mailto:halls-finance@gold.ac.uk)

Accommodation Office  
Goldsmiths, University of London  
Loring Management Centre  
St James's  
New Cross  
London  
SE14 6AD

Service user number

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FOR GOLDSMITHS' COLLEGE OFFICIAL USE ONLY  
This is not part of the instruction to your bank or building society.

Please provide your 8-digit Student Number starting with 33.

Student Number

3	3						
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Please tick one box below to indicate your preferred instalment plan:

Monthly instalments

Termly instalments

Name(s) of account holder(s)


Bank/building society account number

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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

**Instruction to your bank or building society**  
Please pay Goldsmiths' College 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 Goldsmiths' College and, if so, details will be passed electronically to my bank/building society.

Signature(s)

Date


Reference

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Banks and building societies may not accept Direct Debit Instructions for some types of account

DD11

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 Goldsmiths' College will notify you ten working days in advance of your account being debited or as otherwise agreed. If you request Goldsmiths' College 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 Goldsmiths' College 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 Goldsmiths' College 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.