

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

Please complete and save this form in Acrobat Reader or Pro* **only**. Then print off and sign appropriate section. Once completed please scan (both sides if appropriate) and email back to **halls-finance@gold.ac.uk** Please note that sending your signed and completed Direct Debit form by email or post is legally binding on both parties and the instruction to your bank will be requested.

*PLEASE NOTE: The latest version of Acrobat Reader can be downloaded for free at <http://get.adobe.com/reader/>

Halls Finance
Loring Management Centre
St James, New Cross
London, SE14 6AD
Email: halls-finance@gold.ac.uk

Name(s) of account holder(s)

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
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Address

Postcode

Originator's Identification Number

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Student Reference Number

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Instruction to your Bank or Building Society

Please pay Goldsmiths 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 and, if so, details will be passed electronically to my Bank/Building Society

Please sign below using black pen. Scan and return to halls-finance@gold.ac.uk

Signature(s)

Date

Banks and Building Societies may not accept Direct Debit instructions from some types of account.

DD13

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 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 Goldsmiths will notify you ten working days in advance of your account being debited or as otherwise agreed.
- If an error is made by Goldsmiths 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.

If you have completed this Direct Debit mandate on behalf of a student of Goldsmiths please provide the following additional details.

Your name

Your postal address

Postcode

Name of student

Student reference number

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Signature - please use black pen