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:

**University of Aberdeen Development Trust**
Kings College
ABERDEEN AB24 3LX

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<th>Service user number</th>
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<td>Reference</td>
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**Instruction to your bank or building society**
Please pay University of Aberdeen Development Trust Direct Debits from the account detailed in this instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand this instruction may remain with University of Aberdeen Development Trust and, if so, details will be passed electronically to my bank/building society.

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 University of Aberdeen Development Trust will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request University of Aberdeen Development Trust 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 University of Aberdeen Development Trust 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 University of Aberdeen Development Trust 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.