**University of Aberdeen Development Trust**

**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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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

Address

Postcode

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**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, University of Aberdeen Development Trust or your bank or building society may not accept Direct Debit Instructions for some types of account.
- If an error is made in the payment of your Direct Debit, University of Aberdeen Development Trust or your bank or building society will be responsible for the amount wrongfully debited to your account.
- If you receive a refund you are not entitled to, you must pay it back when University of Aberdeen Development Trust asks you to.

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**DDG**

This guarantee should be detached and retained by the payer.