



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

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

**Glasgow Kelvin College**  
**Finance Office**  
**123 Flemington Street**  
**Glasgow**  
**G21 4TD**

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	

Reference

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Service user number

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FOR GLASGOW KELVIN COLLEGE OFFICIAL USE ONLY

This is not part of the instruction to your bank or building society

OCCURRENCE:

- 08<sup>TH</sup> MONTHLY

**Instruction to your bank or building society**

Please pay Glasgow Kelvin 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 Glasgow Kelvin College and, if so, details will be passed electronically to my bank/building society.

Signature(s)
Date

DD11

Banks and building societies may not accept Direct Debit Instructions for 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 Glasgow Kelvin College will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Glasgow Kelvin 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 Glasgow Kelvin 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 Glasgow Kelvin 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.