

INSTRUCTION TO YOUR BANK/BUILDING SOCIETY
TO PAY DIRECT DEBITS

Please complete parts 1 to 6 to instruct your bank/building society to make payments directly from your account. Then return the form to The Accountant, College of Estate Management, Whiteknights, Reading, Berks RG6 6AW

Originator's
Identification
Number

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Originator's Reference:

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To: The Manager

Bank/Building Society,



Payment should be taken in full or by monthly instalments *

1. Please write the full postal address of your bank/building society branch in the box above.

2. Name of account holder

3. Account number

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4. Sort Code

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Banks/Building Societies may refuse to accept instructions to pay direct debits from some types of account.

5. Personal Identifier
(Student Number from Agreement form)

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6. Your instructions to the bank/building society, and signature

- I instruct you to pay direct debits from my account at the request of The College of Estate Management.

- 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 The College of Estate Management will notify you 14 working days in advance of your account being debited or as otherwise agreed. If you request The College of Estate Management 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 The College of Estate Management 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 The College of Estate Management 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.

Signature(s)

Date

*Please tick appropriate payment box