



Wolfson College  
Barton Road  
Cambridge CB3 9BB

Service User Number

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### Instruction to your Bank or Building Society

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

To: The Manager

Address:

Postcode:

Signature(s):

Date:

Reference Number (for Wolfson College **official** use only)

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

The guarantee may be detached and retained by the Payer

## The Direct Debit Guarantee

DIRECT  
Debit

- 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 Wolfson College will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Wolfson 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 Wolfson 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 Wolfson 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 Wolfson College.