



Instruction to your Bank or Building Society to pay by Direct Debit

Please fill in the whole form and return to:

Development and Alumni Relations, University of Cambridge
GiftRegistryEnquiries@admin.cam.ac.uk
1 Quayside, Bridge Street, Cambridge, CB5 8AB

Name(s) of account holder(s)

[Empty text box for account holder name]

Bank/Building Society account number

[Empty grid for account number]

Branch sort code

[Empty grid for branch sort code]

Name and full postal address of your Bank or Building Society

To: The Manager Bank/Building Society
Address:
Postcode:

Reference

M A R T I N S N E A D

Please affix your name/initials to the reference.

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

Service user number

4 5 1 5 3 0

For the Governing Body of the University of Cambridge
OFFICIAL USE ONLY
This is not part of the instruction to your Bank or Building Society

PAYMENT DETAILS

Your name: _____

Please pay the University of Cambridge the amount of:

£10 £30 £50 Other £ _____
(amount of each payment in figures)
_____ pounds
(amount of each payment in words)

Starting on 01/ / until further notice, with a frequency of:

Monthly Quarterly Annually

Please allow at least one month between the date of the first payment and the date you sign this Direct Debit Instruction.

Instruction to your Bank or Building Society

Please pay the University of Cambridge 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 the University of Cambridge and, if so, details will be passed electronically to my Bank/ Building Society.

Signature(s)
Date

This guarantee information should be detached and retained by the payee.



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