



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

Please fill in the whole form and send it to: Middlesex University, Development & Stewardship, The Burroughs, London, NW4 4BT

Name and full postal address of your bank or building society

To: The Manager	Bank/building society
Address	
Postcode	

Service user number

0	0	0	0	0	0
---	---	---	---	---	---

Name(s) of account holder(s)

Instruction to your bank or building society

Please pay Middlesex University 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 Middlesex University and, if so, details will be passed electronically to my bank/building society.

Bank/building society account number

--	--	--	--	--	--	--	--	--	--

Branch sort code

--	--	--	--	--	--

Reference

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Signature(s)
Date

Banks and building societies may not accept Direct Debit Instructions for some types of account

DD14

This is not part of the Instruction to your bank or building society and must be detached by Middlesex University before submission to the paying bank.

Name

--

Address

--

Telephone Number

--

Email Address

--

I wish to donate a regular monthly gift of:
£10.00 / £20.00 / £50.00 Other: £.....
on the 1st / 15th / 25th of every month.

giftaid it

I would like to treat this and all future donations as Gift Aid donations unless I notify you otherwise.

I confirm I am a UK Tax Payer: Yes / No

Signed: _____ **Date:** _____
Note that in the relevant tax year you must pay an amount of income/capital gains tax at least equal to the tax reclaimed.

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