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|  | | | | | | | | | | | | | | | | | | |  | 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:** | | | | | | | | | | | | | | | | | | |  | **Service user number** | | | | | | | | |
| South West College  2 Mountjoy Road  Omagh  Co Tyrone  BT79 7AH | | | | | | | | | | | | | | | | | | |  | **9** | **6** | **0** | **5** | **6** | **8** |  |  |  |
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|  | FOR SOUTH WEST COLLEGE OFFICIAL USE ONLY  This is not part of the instruction to your bank or building society. | | | | | | | | |
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| **Name(s) of account holder(s)** | | | | | | | | | | | | | | | | | | |  |
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| **Bank/building society account number** | | | | | | | | | | | | | | | | | | |  |
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| **Branch sort code** | | | | | | | | | | | | | | | | | | |  | **Instruction to your bank or building society**  Please pay South West 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 South West College and, if so, details will be passed electronically to my bank/building society. | | | | | | | | |
|  | |  | |  | |  | |  | | |  | |  | |  | |  | |  |
| **Name and full postal address of your bank or building society** | | | | | | | | | | | | | | | | | | |  |
| To: The Manager | | | | | | | | | Bank/building society | | | | | | | | | |  |
|  | | | | | | | | | | | | | | | | | | |  |
| Address | | | | | | | | | | | | | | | | | | |  | Signature(s) | | | | | | | | |
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|  | | | | | | | | | | Postcode | | | | | | | | |  | Date | | | | | | | | |
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| **Reference** | | | | | | | | | | | | | | | | | | |  |  | | | | | | | | |
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| Banks and building societies may not accept Direct Debit Instructions for some types of account  DDI1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

This guarantee should be detached and retained by the payer.

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| DdlogolThe  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 South West College will notify you ten working days in advance of your account being debited or as otherwise agreed. If you request South West 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 South West 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 South West 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. |
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