



SOMERVILLE COLLEGE DIRECT DEBIT FORM



INSTRUCTION TO YOUR BANK OR BUILDING SOCIETY TO PAY BY DIRECT DEBIT

Please fill in the whole form using a ball point pen
and send it to:

Development Office
SOMERVILLE COLLEGE
Woodstock Road
Oxford
OX2 6HD
UK

Name(s) of Account Holder(s)

Branch sort code

		-			-		
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Account number

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Name and full postal address of your Bank / Building Society

To: The Manager	Bank / Building Society
Address	
Postcode	

Reference

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

Service user number

4	0	9	8	8	2
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Payment details

Please pay Somerville College from my account
(*please tick*):

☐ annual sum of:

Amount of each instalment in figures

£

Amount of each instalment in words

pounds

for years or ☐ until further notice

starting from the 1st or 15th day of (*please tick*)

Month Year

*(please allow at least one month between the starting date for
payments and the date when you sign the Direct Debit form)*

Instructions to your Bank / Building Society:

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

Signature(s)
Date

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, Somerville College will notify you within 10 working days,
in advance of your account being debited or as otherwise agreed.

If you request Somerville 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 Somerville 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 Somerville 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.

