Edge Hill Enterprises Ltd

Edge Hill University

St Helens Road

Ormskirk, Lancashire

L39 4QP

01695 584 745

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

DIRECT Debit

Service user number

| 4 | 1 | 7 | 3 | 4 | 5 |

Name of account holder

Bank / building society account number

| | | | | | | | |

Branch sort code

| | | | | | |

Name and address of bank or building society

The Manager

Reference

| S | e | s | c | 0 | | | | | |

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

FOR (Edge Hill Enterprises Ltd) OFFICIAL USE ONLY

This is not part of the instruction to your bank or building society

Date Received:

Processed by:

Instruction to your bank or building society

Please pay Edge Hill Enterprises Ltd 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 Edge Hill Enterprises Ltd and if so, details will be passed electronically to my bank / building society.

Date:

DIRECT Debit

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, Edge Hill Enterprises Ltd will notify you 15 working days in advance of you account being debited or as otherwise agreed, if you request Edge Hill Enterprises Ltd 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 Edge Hill Enterprises Ltd 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 Edge Hill Enterprises Ltd 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.