



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

Service User Number:

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[Redacted]					

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

MMU, Financial and Legal Services
 All Saints Building, Oxford Road,
 Manchester, M15 6BH

[Redacted]

Name(s) of Account Holder(s)

[Redacted]

[Redacted]

Bank or Building Society account number

[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
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Branch Sort Code

[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
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Name and full postal address of your Bank or Building Society

To: the Manager Bank Building Society

Address:

Post Code:

[Redacted]

Reference (To be completed by Platt Lane)

[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
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FOR MANCHESTER METROPOLITAN UNIVERSITY – OFFICIAL USE ONLY

THIS IS NOT PART OF THE INSTRUCTION TO YOUR BANK OR BUILDING SOCIETY

Please complete the following:

Full Name: _____
 (if different to account holder)

Date of Birth (DDMMYY)

Platt Lane Membership No: _____

Account holder Telephone Number: _____

Account holder Email Address: _____

Platt Lane Direct Debit Mandate

Instruction to your Bank or Building Society

Please pay:-

The Manchester Metropolitan University

Direct Debits from the account detailed in this instruction are subject to the safeguards assured by The Direct Debit Guarantee.

I understand that this instruction may remain with The Manchester Metropolitan University and, if so, details will be passed electronically to my bank/building society.

Signature (s):

Date:

[Redacted]



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, Manchester Metropolitan University will notify you 5 working days in advance of your account being debited or as otherwise agreed. If you request Manchester Metropolitan 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 Manchester Metropolitan 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 Manchester Metropolitan 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 Manchester Metropolitan University.