

# University of Birmingham Nursery Fee Direct Debit Instruction

Please complete and return to:

Treasury Management Credit Control, Finance Office, University of Birmingham, B15 2TT

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



This mandate supersedes any previous mandate of the same reference.

Branch sort code:

|  |  |  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|

Bank or Building Society account number:

|  |  |  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |  |  |  |  |  |
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Name(s) of account holder(s):

|  |  |  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|--|--|
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Service User Number:

|   |   |   |   |   |   |
|---|---|---|---|---|---|
| 8 | 3 | 0 | 1 | 0 | 7 |
|---|---|---|---|---|---|

Reference Number: [Office Use Only]

|  |  |  |  |  |  |
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|--|--|--|--|--|--|

Name and full postal address of your Bank and Building Society.

|                       |                         |
|-----------------------|-------------------------|
| To the Manager .....  | Bank / Building Society |
| Address .....         |                         |
| ..... Post Code ..... |                         |

Please pay University of Birmingham 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 the University of Birmingham and, if so, details will be passed electronically to my Bank / Building Society.

|                                    |
|------------------------------------|
| Signature(s) of account holder(s): |
|------------------------------------|

|       |
|-------|
| Date: |
|-------|

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

### Application Details

Please indicate type of payer:

- Staff                      UoB Pay Number: .....
- Student                      UoB Student ID Number: .....
- Existing payer              YEP/YXR/YXN.....
- Other

Title: Mr / Mrs / Ms / Other .....Delete as applicable

Surname: .....

Forename: .....

Contact Tel Number(s): ..... / .....

Email address for correspondence: .....

Address: .....

.....Post Code.....

**Please confirm which Nursery your child is attending:**        Oaks                          Elms

### Paying by Direct Debit and Nursery Childcare Voucher

- If you are part-paying your Nursery fees by Childcare Voucher, you can now pay the balance automatically by Direct Debit.
- At the start of each month, you will receive an Advance Notification of the payment due. This amount will reflect the balance of charges and any vouchers or payments posted to your account by the time of calculation. Payments will be collected from your account on the 15th day of each month or immediately afterward.
- If you have made a payment that is not reflected in the balance to be taken by Direct Debit, please contact Treasury Management Credit Control at [tmcc@contacts.bham.ac.uk](mailto:tmcc@contacts.bham.ac.uk), no later than 5 working days before the payment is due.
- Invoices and Advance Notifications will be issued to you by email. It is your responsibility to advise the University of Birmingham if your email address changes and to check for correspondence being wrongly filtered as junk mail. If you do not want to receive this correspondence by email, tick this box: