

## STUDENT BANK DETAILS FORM (for BACS payments)

BACS (banker's automated clearing system) is the automatic way by which Jesus College will pay any money that it owes you, whether this is a credit on your battels, or a college grant, prize etc. BACS ensures that the funds are cleared in your bank account at the earliest opportunity, and is quicker and safer than issuing cheques.

We will send you a remittance advice every time we make a payment by BACS, usually via your Jesus College email account or your pigeonhole.

### PLEASE COMPLETE THE FOLLOWING:

SURNAME, FIRST NAME (in capital)	
BANK SORT CODE (6 DIGITS)	
BANK ACCOUNT NUMBER (8 DIGITS)	

### OPTING TO SETTLE COLLEGE CHARGES BY DIRECT DEBIT:

We are also providing students with the option to settle their Battels charges by direct debit processed at the time when battels become due, normally in Week 3 of each term.

Please therefore put a cross as appropriate and return the completed "Instruction to your bank or building society to pay by Direct Debit" form on page 2.

I would like to **opt in**  / **opt out**  of the option to settle my Battels charges by Direct Debit.

Your Signature	
Date	

### PLEASE RETURN THIS FORM IN ONE OF THESE WAYS:

1. Post it in the secure box labelled 'Battels Box' in the Lodge
2. Take it to the Accounts Office, Staircase IV, First Quad (if the office is closed you can post it through the letterbox in the door)
3. Post the form to the Accounts Office, Jesus College, Turl Street, Oxford OX1 3DW
4. Unfortunately we are **unable** to accept this form via email

### REMEMBER!

If your bank account details change, please update your records with the Accounts Office to ensure we can pay you if we need to. If you have any questions, do not hesitate to email Accounts Office at

[accounts@jesus.ox.ac.uk](mailto:accounts@jesus.ox.ac.uk)

For Accounts Office use only.				
GP input by (name)	Supplier GP Ref.	Date input	Authorised by (Signature)	Date Authorised

# 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:

Accounts Office Jesus College Turl Street Oxford OX1 3DW
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Service user number

4	3	3	0	1	3
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Name(s) of account holder(s)


Reference

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Bank/building society account number

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**Instruction to your bank or building society**

Please pay **Jesus College Oxford** 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 **Jesus College Oxford** and, if so, details will be passed electronically to my bank/building society.

Branch sort code

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Name and full postal address of your bank or building society

To: The Manager	Bank/building society
Address	
Postcode	

Signature(s)

Date

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

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 **Jesus College Oxford** will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request **Jesus College Oxford** 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 **Jesus College Oxford** 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 **Jesus College Oxford** 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.

