



Please complete the whole form using a ball point pen and return to Finance Team , Storthes Hall Park, Storthes Hall Lane, Kirkburton, HD8 0WA or email to [finance@digstudent.co.uk](mailto:finance@digstudent.co.uk).

Student DIGS ID

Student First Name

Student Surname

Home Address

Home Phone No.

Mobile No.

Postcode

Email Address

**SOUTH STREET**

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



Please fill in the whole form and send it to:  
Finance Team, Storthes Hall Park, Kirkburton, HD8 0WA  
Name and full postal address of your Bank or Building Society

To: The Manager

Bank/building society

Address

Postcode

Name(s) of Account Holder(s)

Bank/Building Society account number

Branch Sort Code

Service user number

6 9 9 1 9 8

Reference

Instruction to your Bank or Building Society  
Please pay South Street Asset Management 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 South Street Asset Management and, if so, details will be passed electronically to my Bank/Building Society.

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 South Street Asset Management will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request South Street Asset Management 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 South Street Asset Management 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 South Street Asset Management 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.

