

**Student Details Form**

**1. Why choose Direct Debit?**

* Convenient; Safe, secure and saves time and money, no payment fees.
* Flexible; Exact and correct amount can be collected each payment.
* Regulatory Protection; Direct Debit Guarantee offers a money back guarantee in event of an error.
* Cancellations; Easy to cancel at the end of your contract, just contact your bank.

**2. Who are QX?**

QX operate the Direct Debit Scheme on behalf of iQ. You are not entering into a contract with QX. QX collects rents and other payments on behalf of iQ and pass these onto them. In the unlikely event that monies are collected incorrectly, you are protected by the Direct Debit Scheme which means QX will repay any monies collected in error.

1. **Please provide the following details when you have completed the Direct Debit mandate;**

Student Name

Address

Postcode

iQ Location

If someone else

authorising Direct

Debit please

confirm their

relationship to you

(parent/guardian)

Signature

iQ C/o QX Ltd, Castle Chambers, Off Mill Bridge, Skipton, North Yorkshire, BD23 1NJ

E-mail iQAccounts@iqstudent.com



**How to Complete a Direct Debit Form**

***Please complete the iQ DD Form using block capitals and a black ball point pen.***

1. Enter the name of the Bank or Building Society account holder as it appears on the account. Enter your name if it is your account or your parents/guardian/sponsor’s name if it is their account. Please check that the Bank/Building Society account is suitable to accept Direct Debits as some accounts will not operate Direct Debits.
2. Enter the Bank or Building Society Account number as it appears on the bank statement or cheque book. The account number should be 8 digits. If less than 8 digits please insert leading zeros.
3. Enter the Branch Sort Code as on the bank statement or cheque book. The sort code is in the format of 00-00-00.
4. Enter the name and postal address of the account holder’s Bank or Building Society. Please enter the full Bank/Building Society name, postal address, complete with postcode. This information is required in order that we may send your bank a copy of the Direct Debit instruction.
5. The account holder should sign to confirm his/her authorisation for IQ Letting Property Partnership to make deductions from the account in accordance with the Tenancy Agreement Please also date the form.

The “Student Details” form is to enable iQ to identify the student to which the Direct Debit instruction relates. This is not part of the instruction to your Bank or Building Society.

**Please note, we are unable to process Direct Debit payments on accounts held in countries other than the United Kingdom**.

**Incorrectly completed forms will be returned and may result in a delay in processing and may also incur surcharges. Please ensure all sections of the form are correctly completed.**

If you have any queries about direct debit payments, please telephone 01756 692821 or e-mail us at [iQAccounts@iqstudent.com](mailto:iQAccounts@iqstudent.com)

iQ C/o QX Ltd, Castle Chambers, Off Mill Bridge, Skipton, North Yorkshire,BD23 1NJ Phone: 01756 692 821 E-mail iQAccounts@iqstudent.com



**Please fill in the whole form using a ball point pen and send it to:**

iQ Student Accommodation Direct Debits

QX Ltd

Castle Chambers

Off Mill Bridge

Skipton

North Yorkshire

BD23 1NJ

**Name(s) of account holder(s)**

**Bank/building society account number**

|  |  |  |  |  |  |  |  |  |
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**Branch sort code**

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| --- | --- | --- | --- | --- | --- |
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**Name and full postal address of your bank or building society**

To: The Manager Bank/building society

Address

Postcode

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



**Service user number**

**6 9 8 1 4 1**

**Reference**

**Instruction to your bank or building society**

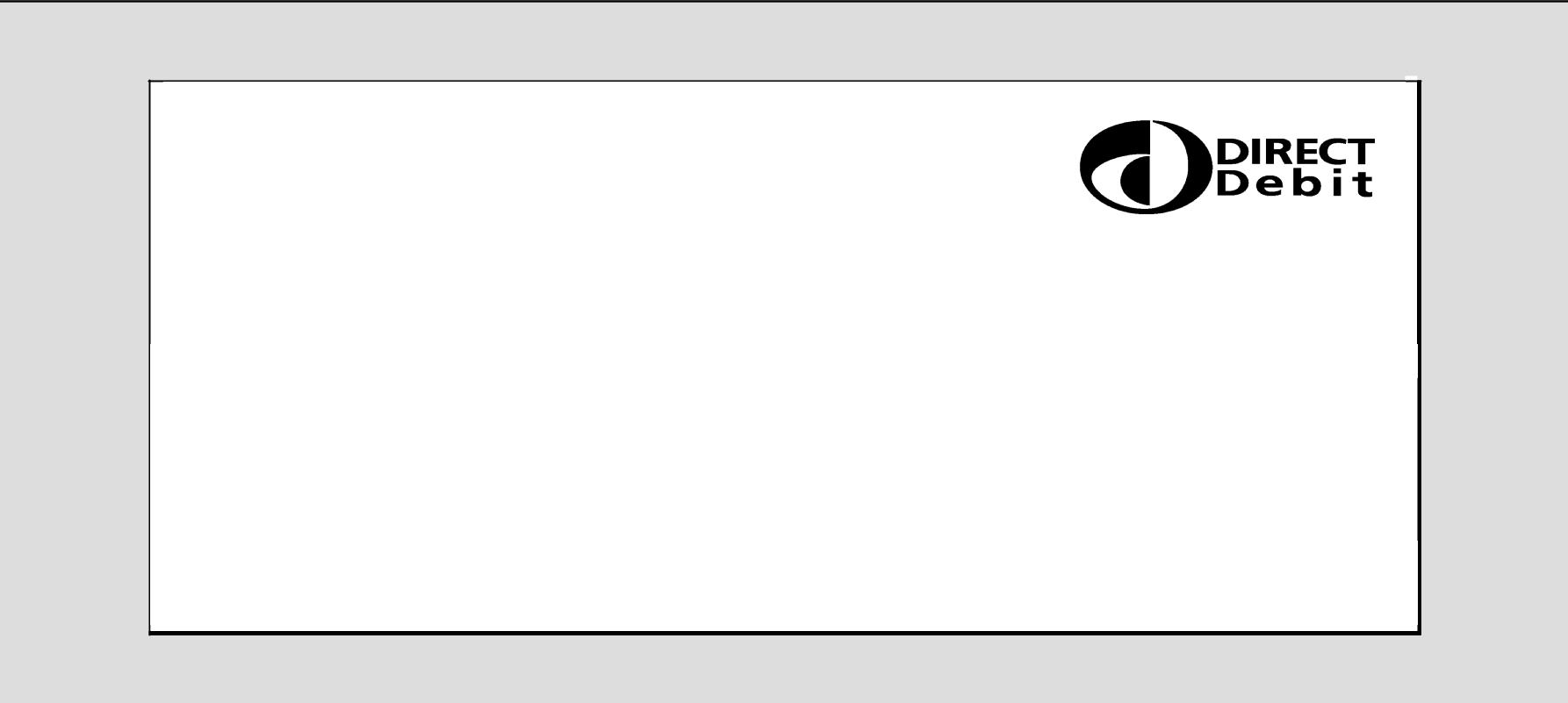
Please pay QX Limited Direct Debits from the account detailed in this Instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this Instruction may remain with QX Limited and, if so, details will be passed electronically to my bank/building society.

Signature(s)

Date

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

DDI2



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 QX Ltd will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request QX 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 QX 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 QX 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.