



Authorization

This form

You can use this form to authorize somebody else to represent you in your dealings with DUO. Complete the form together with the person you wish to authorize.

You and the authorized representative must both sign the form.

Send to

DUO
Afdeling Klantenservice
Postbus 30155
9700 LG Groningen

More information

duo.nl

1

Your details

1.1 Citizen Service Number (BSN)

Surname (birth name)

Official first name and other initials

First name

Other initials

Date of birth

Day Month Year

Street and house number

Street

House number

Postal address

Country

2

Details of authorized representative

To be completed in full by the authorized representative. Do not forget to fill in your address details.

2.1 Surname (birth name)

Official first name and other initials

First name

Other initials

Date of birth

Day Month Year

2.2 Are you the authorized representative of an institution?

No > Go to question 2.4

Yes > Complete question 2.3

2.3 Name of institution

Chamber of Commerce registration number



2.4 Home address or business address of the institution
Street and house number

Street House number

Postal address

Country

Postal address
Street and house number/
PO box

Street House number

Postal address

Country

3

Period of Authorization

3.1 This authorization is valid

from Day Month Year to Day Month Year

> An end date is not mandatory. Without an end date, the authorization is valid indefinitely. You can also revoke the authorization later using the same form.

3.2 I would like to cancel an authorization provided previously with effect from

Day Month Year

4

Payment by the authorized representative

You only need to complete this question if the person identified in question 1 is making repayments and you, as an authorized representative, are going to make those monthly repayments on his/her behalf

4.1 How would you, the authorized representative, like to pay?

By invoice > Go to question 5

By direct debit > See explanatory notes. Complete the rest of question 4 too.

4.2 Bank account number of authorized representative (IBAN)

> This may not be a savings account

> You may also enter a non-Dutch bank account number here, provided it is within the SEPA area. Please include the relevant BIC for non-Dutch bank accounts.

BIC

4.3 What is the name of the account holder?

Surname Initial(s)

Signature of authorized representative

4.4 The authorized representative gives his/her permission to debit the monthly amount due

5

Correspondence

5.1 I would like correspondence from DUO to be sent to the authorized representative's address

Yes > See explanatory notes

No

6

Signatures

6.1 I hereby declare that I have completed this form truthfully and in full

Day Month Year Day Month Year

Town/City

Town/City

Signature

Signature of authorized representative



Explanatory notes Authorization

More information
duo.nl

General

Student finance to be paid out to the bank account of an authorized person

Do you receive student finance and do you wish this to be paid out to the bank account of somebody else (not an official authority), for example a person you authorized?

This is possible. Just pass on this person's account number in Mijn DUO.

Do you receive student finance and do you wish this to be paid out to the bank account of an official authority? Then draw up a statement in which you declare that you want your student finance to be paid out to this authority. Be sure to mention the authority's name and account number in your statement. The statement must be signed by you and by the authority.

Send in your statement together with this form.

Bij 4.1 By direct debit

Payment by direct debit means that you authorize DUO and your bank to debit the instalment from your bank account each month (ongoing SEPA authorization). DUO's Direct Debit ID is NL22ZZZ509732090000. In the event of a disagreement over a direct debit payment, you can have the payment reversed within 56 days.

Bij 5 Correspondence

If you currently receive correspondence from DUO digitally and you would like us to send future notification emails to the authorized person, log into 'Mijn DUO' and register the email address of the authorized person under 'Mijn gegevens'. You can also make any future changes to the e-mail address in Mijn DUO. If you would like to authorize someone to look after your affairs digitally in Mijn DUO, you can arrange this at digid.nl/machtigen. If you currently receive correspondence from DUO digitally and you would like us to send this by post to an authorized person in future, log into 'Mijn DUO' and under 'Mijn gegevens' indicate that you would like to receive correspondence by post. If the postal address changes in the future, you will also need to change this in Mijn DUO.

DUO and your data

Your details will be retained in DUO's systems. DUO will handle and protect your personal data with the utmost care and in accordance with the relevant legal obligations and the requirements set out in relevant privacy legislation. If you would like more information about how DUO handles your personal data, please visit duo.nl. DUO will of course verify your data with other agencies to ensure that you receive what you are entitled to. DUO informs the Public Prosecutor whenever abuse is uncovered.