



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:

SBS House 193 Dalry Road Edinburgh EH11 2EF

Tel: 0131 313 7730 Fax: 0131 313 7711

Email: mail@scottishbs.co.uk Website: www.scottishbs.co.uk	9	8	4	3	8	0					
lame(s) of Account Holder(s)	Refere	nce									
Bank/Building Society account number Branch Sort Code	Please detailed Direct D with Sc	d in this I Debit Gua	ttish Buil nstructio arantee. iilding So	lding Soo In subject I unders ociety an	ciety Dir t to the stand th d, if so,	ect Debits safeguard at this Ins details wi	ds assu truction	red by n may	y the	•	
lame and full postal address of your Bank or Building Society To: The Manager Bank/Building Society											
Address	Signatu	re(s)									
Postcode	Date										

Service User Number

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 Scottish Building Society will notify you seven
 working days in advance of your account being debited or as otherwise agreed. If you request Scottish Building Society 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 Scottish Building Society 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 Scottish Building Society 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.