Registers of Scotland

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

Please fill in the whole form including official use box using a ball point pen and send it to:

Finance Section
Meadowbank House
153 London Road
Edinburgh
EH8 7AU
or
DX 555400, EDINBURGH 15

Name(s) of account holder(s)

Bank/building society account number

Branch sort code

Name and full postal address of your bank or building society

To: The Manager   Bank/building society

Address

Postcode

Service user number

6	7	4	1	5	4

FOR REGISTERS OF SCOTLAND OFFICIAL USE ONLY
This is not part of the instruction to your bank or building society.

Instruction to your bank or building society
Please pay Registers of Scotland 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 Registers of Scotland and, if so, details will be passed electronically to my bank/building society.

Signature(s)

Date

Reference

R	E	G	I	S	T	E	R	O	F	S	C	O	T	L	A	N	D

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

DDI1

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 Registers of Scotland will notify you 3 working days in advance of your account being debited or as otherwise agreed. If you request Registers of Scotland 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 Registers of Scotland 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 Registers of Scotland 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.