

How to complete your new Direct Debit

Using your cheque book as a guide please complete:

1. The full name and address of the bank or building society where your account is held.
2. The name of the account holder as shown on your cheques.
3. The branch sort code number.
4. The account number.
5. Scottish Widows Bank Account Number. You will find this in the heading of the covering letter.

Finally, sign and date the instruction and return it to:

Scottish Widows Bank plc
PO Box 12757
67 Morrison Street
Edinburgh EH3 8YJ

1. Bank/Building Society Name and Address		3. Bank/Building Society Sort Code	
Any Bank plc 1 Main Street Anywhere		20-83-45	
Pay _____			£ JOHN SMITH

222860	208345	00582678	2. Name of Account to be Debited
Cheque Number	3. Bank/Building Society Sort Code	4. Account Number	

Direct Debit Guarantee

- This Guarantee is offered by all banks and building societies that take part in the Direct Debit Scheme. The efficiency and security of the Scheme is monitored and protected by your own bank or building society.
- If the amounts to be paid or the payment dates change Scottish Widows Bank plc will notify you 10 working days* in advance of your account being debited or as otherwise agreed.
- If an error is made by Scottish Widows Bank plc or your bank or building society, you are guaranteed a full and immediate refund from your branch of the amount paid.
- You can cancel a Direct Debit at any time by writing to your bank or building society. Please also send a copy of your letter to us.



If you wish to change the amount to be paid or the payment dates, we require only 3 business days' notice to arrange transfer which would supersede the standard 10 working days notice period.

This Guarantee should be detached and retained by the Payer.

48022

11/08



Business Fund Deposit Account – Instruction to your bank or building society to pay Direct Debits

Please fill in the whole form and send it to:

Scottish Widows Bank plc, PO Box 12757, 67 Morrison Street, Edinburgh EH3 8YJ

1. Name and full postal address of your Bank or Building Society branch.

To: The Manager
Bank or Building Society
Postcode

Originator's ID Number

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Instruction to your Bank or Building Society

Please pay Scottish Widows Bank plc, Direct Debits from the account detailed on this instruction subject to the safeguards assured by The Direct Debit Guarantee.

I understand that this instruction may remain with Scottish Widows Bank plc and, if so, details will be passed electronically to my bank/building society.

2. Name of account holder(s)

3. Branch Sort Code

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4. Bank or Building Society Account Number

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5. Scottish Widows Bank plc reference number (for bank use only)

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Signature(s) _____

Date (DD MM YYYY)

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Banks and building societies may not accept Direct Debit instructions from some types of account.