



Registers of Scotland Executive Agency  
Meadowbank House  
153 London Road  
Edinburgh EH8 7AU



# 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:

Lynne Carson  
Finance Section  
DX 555320  
Edinburgh 15

Originator's Identification 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.

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        |                       |

**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 Number

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

Banks and Building Societies may not accept Direct Debit Instructions from some types of account

DD11

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 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 Registers of Scotland will notify you 1 working day in advance of your account being debited or as otherwise agreed.
- If an error is made by Registers of Scotland 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.

**DIRECT DEBIT INFORMATION FORM**

**PLEASE PROVIDE THE FOLLOWING INFORMATION TO  
ALLOW US TO SET UP A NEW FAS NUMBER FOR DIRECT  
DEBIT REGISTRATIONS:**

**Company name:**

**Company address:**

**Existing fas number:**

**Contact name for Finance related queries:**

**Contact Number:**

**Email address that you wish your statements to be sent to:**