



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:

Cathy Allan  
Finance Section  
DX 555320  
Edinburgh 15

Originator's Identification Number

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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

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Branch Sort Code

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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	I	S	T	E	R	S	D	I	R	E	C	T
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Banks and Building Societies may not accept Direct Debit Instructions from some types of account

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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 the Registers of Scotland will notify you in 2 working days in advance of your account being debited or as otherwise agreed. If you request the 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 the 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 the 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.