SCOTTISH WIDOWS BANK

DIRECT DEBIT INSTRUCTION

Type of Scottish Widows Bank account:

INSTRUCTION TO YOUR BANK OR BUILDING SOCIETY TO PAY BY DIRECT DEBIT

Please fill in the whole form and send it to: **Scottish Widows Bank, PO Box 12757, 67 Morrison Street, Edinburgh EH3 8YJ**

1. Name of account holder(s)

2. Bank/building society account number

3. Branch sort code

4. Name and full postal address of your bank or building society

To the Manager

Bank/Building Society

Address

Postcode

5. Scottish Widows Bank account number

(for Bank use only)

Originator's ID Number 9 0 9 2 4 6

FOR SCOTTISH WIDOWS 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 Scottish Widows Bank, 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 and, if so, details will be passed electronically to my bank/building society.

6. Signature(s)

Date (DD MM YYYY)

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

HOW TO COMPLETE YOUR NEW DIRECT DEBIT

Please ensure you complete sections 1 to 6 of your new Direct Debit. Your "nominated account" (sections 1,2, 3 and 4) is the account which you wish to link your Scottish Widows Bank account to.

1. Provide your name(s) as it appears on a bank statement or cheque book of your nominated account.
2. Provide the 8 digit account number of your nominated account.
3. Provide the 6 digit sort code of your nominated account.
4. Provide the full name and address of the bank or building society where your nominated account is held.
5. Provide the account number of your Scottish Widows Bank account (you'll find this account number on a Scottish Widows Bank statement, or within your welcome pack).
6. Sign and date the Direct Debit.

An original bank statement or cancelled cheque relating to your nominated account is required to verify the name of the account. Please enclose either of these documents with your completed Direct Debit. We will return your original bank statement or cancelled cheque.

Send your completed Direct Debit instruction and an original bank statement or cancelled cheque relating to your new Direct Debit, to:
Scottish Widows Bank, PO Box 12757, 67 Morrison Street, Edinburgh EH3 8YJ

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 Widows Bank will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Scottish Widows Bank 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 Widows Bank 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 Widows Bank 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.

*If you wish to change the amount to be paid or the payment dates, we require only 3 working days notice to arrange the transfer.

This Guarantee should be detached and retained by the Payer.