

### 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.

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

**Scottish Widows Bank**  
**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	
Cheque Number	3. Bank/Building Society Sort Code	4. Account Number	2. Name of Account to be Debited

### 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 three working days notice to arrange the transfer.

**This Guarantee should be detached and retained by the Payer.**

Scottish Widows Bank plc. Registered Office: PO Box 12757, 67 Morrison Street, Edinburgh EH3 8YJ. Registered in Scotland no. 154554. Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority under registration number 201601. 54246 10/13



## Instruction to your bank or building society to pay Direct Debits

### Policy Loans

Please fill in the whole form and send it to:

Scottish Widows Bank, 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

9	1	5	5	9	4
---	---	---	---	---	---

### 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.

2. Name of account holder(s)

\_\_\_\_\_

\_\_\_\_\_

3. Branch Sort Code

		-			-		
--	--	---	--	--	---	--	--

4. Bank or Building Society Account Number

--	--	--	--	--	--	--	--

5. Scottish Widows Bank reference number

--	--	--	--	--	--	--	--	--	--	--	--

(for Bank use only)

Signature(s) \_\_\_\_\_

Date (DD/MM/YYYY)

--	--	--	--	--	--	--	--	--	--

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