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Registers of Scotland  
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 incl. official use box and send it to the address below if you are a DX subscriber. If not please send to the address above.

<b>Finance Section</b> <b>DX 555400</b> <b>Edinburgh 15</b>
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Originator's Identification Number

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<p>FOR REGISTERS OF SCOTLAND OFFICIAL USE ONLY This is not part of the instruction to your Bank or Building Society.</p>
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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

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Reference Number

R	E	G	O	F	S	C	O	T	L	A	N	D								
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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, Registers of Scotland will notify you 1 working day in advance of your account being debited or as otherwise agreed. If you request 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 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 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.