

How to complete your new Direct Debit form

Please ensure you complete sections 1 to 6 of your new Direct Debit.

Section 1 – Provide the full name and address of the bank or building society where your account is held.

Section 2 – Provide your name(s) as it appears on a bank statement or cheque book of your account.

Section 3 – Provide the 6 digit sort code of your account.

Section 4 – Provide the 8 digit account number of your account.

Section 5 – Provide the account number of your Scottish Widows Bank mortgage (you'll find this account number on a Scottish Widows Bank statement, or within your welcome pack).

Section 6 – Sign and date the Direct Debit.

Return your completed Direct Debit instruction to:

Scottish Widows Bank plc, PO Box 12757, 67 Morrison Street, Edinburgh EH3 8YJ

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 Scottish Widows Bank plc will notify you 10 working days in advance of your account being debited or as otherwise agreed.
- If an error is made by Scottish Widows Bank plc 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.



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This Guarantee should be detached and retained by the Payer.



Instruction to your bank or building society to pay Direct Debits

Please fill in the whole form and send it to:

Scottish Widows Bank plc, 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

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Instruction to your Bank or Building Society

Please pay Scottish Widows Bank plc, 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 plc and, if so, details will be passed electronically to my bank/building society.

2. Name of account holder(s)

3. Branch Sort Code

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4. Bank or Building Society Account Number

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5. Scottish Widows Bank plc Mortgage Account number

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6. Signature(s)

Date (DD MM YYYY)

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