

How to complete your new Direct Debit form

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.

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

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

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

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

Section 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).

Section 6 – Sign and date the Direct Debit.

For all savings account, Offset Saver Account and Mortgage Reserve Account applications, 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 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 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.

48475 08/09



Type of Scottish Widows Bank account:

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)

Signature(s) _____

Date (DD MM YYYY)

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3. Branch Sort Code

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4. Bank or Building Society account number

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5. Scottish Widows Bank plc account number

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