



# Instruction to your Bank or Building Society to pay by Direct Debit



Please fill in the whole form and send it to: **Freepost RRHL-TKGG-ZXEX, MLC, PO Box 3004, Glasgow G81 2NS**

Name of account holder

Originator's identification number

Bank/Building Society account number

Reference number

Bank sort code (from top right hand corner of your cheque)

To: The Manager

Bank/Building Society

Address

Post code

## Instruction to your Bank or Building Society

Please pay Clydesdale Bank PLC 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 Clydesdale Bank PLC and, if so, details will be passed electronically to my Bank/Building Society.

Signature

Date

Banks and Building Societies may not accept Direct Debit instructions for some types of accounts.

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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 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 amount to be paid or the payment dates change Clydesdale Bank PLC will notify you 14 working days in advance of your account being debited or otherwise agreed.
- If an error is made by Clydesdale 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.