



Please fill in the whole form including official use box using a ball point pen and send it to:

**BASICS Scotland**  
**Sandpiper House**  
**Aberuthven Enterprise Park**  
**Main Road**  
**Aberuthven**  
**PH3 1EL**

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	

Reference Number

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

Originator's Identification Number

2	4	4	1	6	4
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FOR BASICS Scotland OFFICIAL USE ONLY  
 This is not part of the instruction to your Bank or Building Society.

**Instruction to your Bank or Building Society**

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

Signature(s)
Date

Banks and Building Societies may not accept Direct Debit Instructions from some types of account

DD11

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 amounts to be paid or the payment dates change BASICS Scotland will notify you fourteen working days in advance of your account being debited or as otherwise agreed.
- If an error is made by BASICS Scotland 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.