

Dear Subscriber

**Paying by Direct Debit**

**Peace of mind**

You will have the peace of mind knowing your bills are being paid automatically and you will never miss a payment or receive late payment penalties.  
  
**Convenience**  
Direct Debit is convenient and saves time. It is easy to overlook an invoice and forget about writing and posting cheques.  
  
**Security**  
Direct Debit is widely known as the most secure form of payment and instances of fraud are virtually unheard of.

*Please note that that all invoices dated within a specific month are taken on the last working day of the following month.  I.e. All invoices dated within December would be taken by direct debit on the 31st January. A Direct Debit can be for all or part of an invoice.*

If you wish to pay by direct debit please fill in this page and the form overleaf and return to the address on the form.

**In the reference boxes please insert your SAC client number which you will find on our invoices, statements or on the renewal letter.**

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| **Name** |  | | |  |
|  |  | |  |  |
| **Address** |  | |  |  |
| **Post Code** |  |
|  |  | |  |  |
| **Tel** |  | **Email** |  |  |
|  |  | |  |  |
| **Signed** |  | | | |

**SRUC**

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|  | | | | | | | | | | |  | Instruction to your bank or building society to pay by Direct Debit | | | | | | | | | | | | | | | | | |
| **Please fill in the whole form using a ball point pen and send it to:** | | | | | | | | | | |  |  | | | | | | | | | | | | | | | | | |
| SRUC  Finance Department  West Mains Road  Edinburgh  EH9 3JG | | | | | | | | | | |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |
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|  | **Service user number** | | | | | | | | | | | | | | | | | |
|  | **9** | | **0** | | **0** | | **5** | | **8** | | **2** | |  | |  | |  | |
|  |
| **Name(s) of account holder(s)** | | | | | | | | | | |  | **Reference** | | | | | | | | | | | | | | | | | |
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|  | | | | | | | | | | |  | **Instruction to your bank or building society**  Please pay SRUC 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 SRUC and, if so, details will be passed electronically to my bank/building society. | | | | | | | | | | | | | | | | | |
| **Bank/building society account number** | | | | | | | | | | |  |
|  |  |  |  |  | | |  |  |  |  |  |
| **Branch sort code** | | | | | | | | | | |  |
|  |  |  |  |  | | |  |  |  |  |  |
| **Name and full postal address of your bank or building society** | | | | | | | | | | |  |
| To: The Manager | | | | | Bank/building society | | | | | |  |
|  | | | | | | | | | | |  |
| Address | | | | | | | | | | |  | Signature(s) | | | | | | | | | | | | | | | | | |
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|  | | | | | | Postcode | | | | |  | Date | | | | | | | | | | | | | | | | | |
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| Banks and building societies may not accept Direct Debit Instructions for some types of account  DDI2 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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| DdlogolThe  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 SRUC will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request SRUC 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 SRUC 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 SRUC 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.Ddlogol |
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