



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

Please fill in the whole form (not including the official use box) using a ball point pen and send it to:

STFA  
 [Handwritten scribbles]  
 DG8 8ND

Service User Number

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FOR BANK OF SCOTLAND OFFICIAL USE ONLY  
 This is not part of the instruction to your Bank or Building Society.

Name(s) of Account Holder(s)

[Empty box for Name(s) of Account Holder(s)]

Bank/Building Society account number

[Empty box for Bank/Building Society account number]

Branch Sort Code

[Empty box for Branch Sort Code]

Name and full postal address of your Bank or Building Society

To: The Manager Bank/Building Society  
 Address  
 [Empty box for Address]  
 Postcode

Instruction to your Bank or Building Society

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

Signature(s)  
 [Empty box for Signature(s)]  
 Date

Reference

0 3 0 [Empty box for Reference]

DD11

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

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 accept instructions to pay Direct Debits.
- If there are any changes to the amount, date, or frequency of your Direct Debit Scottish Tenant Farmers Association will notify you 14 days working days in advance of your account being debited or as otherwise agreed. If you request Scottish Tenant Farmers Association 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 Tenant Farmers Association 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 Tenant Farmers Association 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.