

Please fill in the whole form using a ballpoint pen and send it to:

Scottish Social Services Council
Compass House
11 Riverside Drive
Dundee
DD1 4NY

Name(s) of account holder(s)

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	
<input type="text"/>	
<input type="text"/>	
Postcode	

Signature(s)

Date

Reference Number (Registration No/Customer No) if applicable

Instruction to your bank or building society to pay by direct debit

Originator's identification number

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For SSSC use

Instruction to your bank or building society

Please pay the Scottish Social Services Council 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 the Scottish Social Services Council and, if so, details will be passed electronically to my bank/building society.

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, the Scottish Social Services Council will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request the Scottish Social Services Council 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 the Scottish Social Services Council 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 the Scottish Social Services Council 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 notify us.