promoting responsibility,
reducing harm, changing culture

# 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 to:

**Alcohol Focus Scotland**
2nd Floor, 166 Buchanan Street
Glasgow
Lanarkshire
G1 2LW
Scotland

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: _____

Postcode: _____

**Reference (Office Use Only)**

Originator's Identification Number

| 6 | 9 | 0 | 5 | 9 | 5 |
|---|---|---|---|---|---|

**FOR OFFICIAL DDPay Ltd re ALCOHOL FOCUS SCOTLAND USE ONLY**
**This is not part of the instruction to your Bank/Building Society**

Clients Own Reference number

Trading name and full postal address

**Instruction to your Bank or Building Society**
Please pay DDPay Ltd re **Alcohol Focus 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 DDPay Ltd re **Alcohol Focus Scotland** and if so, details will be passed electronically to my

Signature(s)

Date:

**Banks and Building Societies may NOT accept Direct Debit instructions for 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 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, DDPay Ltd re **Alcohol Focus Scotland** will notify you 10 working days in advance of your account being debited or as otherwise agreed.
- If an error is made by DDPay Ltd re **Alcohol Focus 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.