



## Instruction to your bank or building society to pay by Direct Debit

Please return the completed form to:

HM Revenue & Customs (HMRC)

**Accounts Office Cumbernauld** 

**Direct Debit Section** 

Glasgow

**G67 1YZ** 

Name(s) of account holder(s)

RUTHERFORD PENSION PLAN

Service user number

9 1 9 3 4 2

HM Revenue & Customs official use only

This is not part of the instruction to your bank or building society. If you are signing this form to pay on behalf of someone else, for example a spouse, son or daughter please complete the following details so we can write to you with confirmation of the payments to be collected.

Name

Address

Bank/building society account number

06185919

Branch sort code

12-20-26

Name and address of your bank or building society

The Manager

Bank/building society

BANK OF SCOTLAND 600 GORGIE ROAD EDINBURGH

Postcode EH11 - 3×P

Reference number

Postcode

Phone number

Direct Debit reference

Instruction to your bank or building society

Please pay HM Revenue & Customs 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 HM Revenue & Customs and, if so, details will be passed electronically to my bank or building society.

Signature(s)

Date DD MM YYYY

27 03 2011

Banks and building societies may not accept Direct Debit Instructions for some types of account.

This guarantee should be detached and kept by the payer.

## The Direct Debit Guarantee

DIRECT

- 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 HM Revenue & Customs will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request HM Revenue & Customs 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 HM Revenue & Customs 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 HM Revenue & Customs 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.

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