



INSTRUCTION TO YOUR BANK OR BUILDING SOCIETY TO PAY DIRECT DEBITS

Service User Number

8 0 7 3 5 6



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

The Royal Highland Education Trust
Royal Highland Centre
Ingliston, Edinburgh
EH28 8NB

Name(s) of Account Holder(s)

Bank / Building Society account number

Branch Sort Code

Name and full postal address of your Bank/Building Society

To: The Manager (enter Bank or Building Society Name)

Address

Postcode

For RHET official use only. This is not part of your instruction to your bank or building society

Instruction to your Bank or Building Society

Please pay RHET Direct Debits from the account detailed on this instruction, subject to the safeguards assured by the Direct Debit Guarantee. I understand that this Instruction may remain with RHET and, if so, details may be passed electronically to my Bank/Building Society.

Signature

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.

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 of frequency of your Direct Debit RHET will notify you 10 working days in advance of your account being debited or otherwise agreed. If you request RHET 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 RHET 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 RHET 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.

