

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

Commercial Cards
 Cards Customer Services
 PO Box 5747
 Southend-on-Sea
 SS1 9AJ

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

Service user number

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Name(s) of account holder(s)

Bank/building society account number

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Branch sort code

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Name and full postal address of your bank or building society

To: The Manager	Bank/building society
Address	
Postcode	

Reference

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FOR THE ROYAL BANK OF SCOTLAND INTERNATIONAL LTD OFFICIAL USE ONLY
 This is not part of the instruction to your bank or building society.
 Existing customers
 Please complete the reference number below:
 - Use your 16 digit account number as shown on your statement.
 New customers
 We will complete the reference number when your account/card is opened.
 Monthly payments: The actual amount and date the Direct Debit will be collected will be shown on each monthly statement.

Instruction to your bank or building society

Please pay The Royal Bank of Scotland International Ltd 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 Royal Bank of Scotland International Ltd and, if so, details will be passed electronically to my bank/building society.

Signature(s)
Date

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

DDI1

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 Royal Bank of Scotland International Ltd will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request The Royal Bank of Scotland International Ltd 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 Royal Bank of Scotland International Ltd 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 Royal Bank of Scotland International Ltd 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.