



## Your Reception Desk

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

Your Reception Desk  
 15 Glencryan Road  
 Carbrain Ind Estate  
 Cumbernauld  
 G67 2UH

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 Number

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Banks and Building Societies may not accept Direct Debit Instructions for some types of account

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

Service User Number (SUN)

<b>2</b>	<b>5</b>	<b>0</b>	<b>3</b>	<b>9</b>	<b>9</b>
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FOR PSL re Your Reception Desk OFFICIAL USE ONLY  
This is not part of the instruction to your Bank or Building Society.  
**Important** – Please complete these details:

Account Holder(s) Name & Address:

Name:
Address:
Postcode:
Email Address:

Instruction to your bank or building society

Please pay PSL re Your Reception Desk 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 PSL re Your Reception Desk and, if so, details will be passed electronically to my bank/building society.

Signature(s)
Date

DD11

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 PSL re Your Reception Desk will notify you 5 working days in advance of your account being debited or as otherwise agreed. If you request PSL re Your Reception Desk 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 PSL re Your Reception Desk 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 PSL re Your Reception Desk 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.