



**Instruction to your Bank or Building Society to pay by Direct Debit**

Service User Number

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

Scotwaste  
 Pond Industrial Park  
 Whitburn Road  
 Bathgate  
 EH48 2HR

**Dear Customer: Please Complete Below for Our Records**

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_ Postcode: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Name(s) of Account Holder(s)  
 \_\_\_\_\_

Bank or Building Society account number  
 \_\_\_\_\_

Branch Sort Code  
 \_\_\_\_\_ — \_\_\_\_\_ — \_\_\_\_\_

Name and postal address of your Bank or Building Society

To The Manager:  
 \_\_\_\_\_ Bank/Building Society

Address: \_\_\_\_\_  
 \_\_\_\_\_ Postcode \_\_\_\_\_

Reference Number  
 \_\_\_\_\_

**Instruction to your Bank or Building Society**

Please pay FastPay Ltd Re \_\_\_\_\_ Scotwaste  
 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 FastPay Ltd Re  
 Scotwaste 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.

**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, FastPay Ltd re \_\_\_\_\_ you five working days in advance of your account being debited or as otherwise agreed. If you request FastPay Ltd re \_\_\_\_\_ Scotwaste to collect a payment, confirmation of the amount and date will be given to you at the time of the request. Scotwaste will notify \_\_\_\_\_
- ❖ If an error is made in the payment of your Direct Debit by FastPay Ltd Re \_\_\_\_\_ Scotwaste 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. \_\_\_\_\_ Scotwaste asks you to.
  - If you receive a refund you are not entitled to, you must pay it back when FastPay Ltd re \_\_\_\_\_
- ❖ 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.