



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

Please fill in the whole form and send it to:
**Scottish Secondary Teachers Association,
 Freepost RLYZ-JYHB-RLBZ,
 14 West End Place, Edinburgh, EH11 2ED.**

Service user number

9 0 0 1 0 6

Name and full postal address of your bank or building society

To: The Manager	Bank/building society
Address	
Postcode	

Instruction to your bank or building society

Please pay Scottish Secondary Teachers' Association 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 Scottish Secondary Teachers' Association and, if so, details will be passed electronically to my bank/building society.

Name(s) of account holder(s)

Bank/building society account number

--	--	--	--	--	--	--	--	--	--

Branch sort code

--	--	--	--	--	--

Reference (office use only)

--	--	--	--	--	--	--	--	--	--

Signature(s)
Date

DDI4

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

This is not part of the Instruction to your bank or building society and must be detached by Scottish Secondary Teachers' Association before submission to the paying bank.

Full Name:	
Address:	
School:	
Preferred Method of Payment (please tick one): One Annual Payment <input type="checkbox"/> Twelve Monthly Payments <input type="checkbox"/>	(* Delete as necessary) • Full-time/Part-time* • Permanent/Temporary/Supply/Job-share*

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 instruction to pay Direct Debits
- If there are any changes to the amount, date or frequency of your Direct Debit Scottish Secondary Teachers' Association will notify you 5 working days in advance of your account being debited or as otherwise agreed. If you request Scottish Secondary Teachers' Association 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 Scottish Secondary Teachers' Association 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 Scottish Secondary Teachers' Association 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.