

DIRECT DEBIT



the
property
people



REGISTERED OFFICE: 60 St. Enoch Square, Glasgow, G1 4AW t: 0141 221 9266
GLASGOW LETTING: 1619 Gt Western Road, Glasgow, G13 1LT t: 0141 958 0975
PAISLEY OFFICE: 25 Gauze Street, Paisley, PA1 1ES t: 0141 889 8146
EDINBURGH OFFICE: 6 Clifton Terrace, Edinburgh, EH12 5DR t: 0131 346 8989
DUNDEE OFFICE: Unit 19, City Quay, Camperdown Street, Dundee, DD1 3JA t: 01382 201535
www.ross-liddell.com
PROPRIETORS: ROSS AND LIDDELL LIMITED

INSTRUCTIONS TO YOUR BANK OR BUILDING SOCIETY TO PAY BY DIRECT DEBIT

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

Ross & Liddell Limited
60 St. Enoch Square
GLASGOW
G1 4AW

Originators Identification Number

9 0 6 8 4 6

Reference Number

12 empty boxes for reference number

Name(s) of Account Holder(s)

2-line text box for account holder name

Instructions to your Bank or Building Society

Please pay Ross & Liddell Limited Direct Debits from the account detailed in this Instruction, subject to the safeguards assured by the Direct Debit Guarantee.

Bank/Building Society Account Number

8 empty boxes for account number

I understand that this Instruction may remain with Ross & Liddell Limited and, if so, details will be passed electronically to my Bank/Building Society.

Branch Sort Code

6 empty boxes for branch sort code

Name and full postal address of your Bank/Building Society

To: The Manager Bank/Building Society

Address

Post Code

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 Ross And Liddell Limited will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Ross And Liddell Limited to collect a payment, confirmation of the amount and date will be given at the time of the request.
- If an error is made in the payment of your Direct Debit, by Ross And Liddell Limited 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 Ross And Liddell Limited 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.