

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

Please fill in the whole form and email to:

Revenue Scotland finance@revenue.scot
--

**Name of account**


**Bank/building society account number**

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

**Branch sort code**

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

**Name and full postal address of your bank or building society**

To: The Manager	Bank/building society
Address	
Postcode	

**Service user number**

2	9	7	0	5	9
---	---	---	---	---	---

**Reference**

M	0	0	0	0	0														
---	---	---	---	---	---	--	--	--	--	--	--	--	--	--	--	--	--	--	--

**Instruction to your bank or building society**

Please pay Revenue Scotland 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 Revenue Scotland and, if so, details will be passed electronically to my bank/building society.

**Authorised Bank Signature(s)**

Signature(s)
Date

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

DD12

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 Revenue Scotland will notify you five working days in advance of your account being debited or as otherwise agreed. If you request Revenue Scotland 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 Revenue Scotland 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 Revenue Scotland 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.

## Revenue Scotland Direct Debit: Report Consent



Where organisations have signed up to Revenue Scotland's Direct Debit Scheme they will be issued with a report prior to the collection of payment. This report details those returns with the amounts due to be collected on a specific date and includes for each tax return, the organisation's name, agent's reference, payment reference, Revenue Scotland reference and the amount.

Revenue Scotland takes the security of data seriously and although it does not contain protected taxpayer information, our preference is to email these reports to a secure email address. We require your consent to issue these reports whether that be to your secure or unsecure email account(s). Failure to consent may lead to access to the Direct Debit scheme being removed.

<b>Name</b>	
<b>Address of main office</b>	

I am willing, on behalf of \_\_\_\_\_ to receive Direct Debit Scheme reports via email from Revenue Scotland over the open Internet and in doing so I agree to bear all the attendant risk associated with receiving such email correspondence.

My consent remains in force until I contact Revenue Scotland to withdraw consent.

<b>Signature</b>	
<b>Capacity in which signing</b>	
<b>Date</b>	
<b>Telephone Number</b> <small>Please note: this may not be the office number if the office is currently closed</small>	

Direct debit reports should be emailed to the following email address(es):

(we recommend providing an email address that is monitored daily)

--

**Please email the completed form to Revenue Scotland [finance@revenue.scot](mailto:finance@revenue.scot)**

Upon receipt of this form Revenue Scotland will:

- Contact the signatory to confirm identity and acceptance
- Process the form and set up the Direct Debit