West Lothian Leisure

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

DIRECT Debit

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

West Lothian Leisure Ltd
Xcite Head Office
Balbardie Park
Torphichen Road
BATHGATE
West Lothian
EH48 4LA

Service User Number

6	0	0	0	9	4

Name(s) of Account Holder(s)

Reference

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Instruction to your Bank or Building Society
Please pay West Lothian Leisure Ltd 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 West Lothian Leisure Ltd and, if so, details will be passed electronically to my Bank/Building Society.

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

Signature(s)

Date

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

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This guarantee should be detached and retained by the payer

The Direct Debit Guarantee

DIRECT Debit

- 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 West Lothian Leisure Ltd will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request West Lothian Leisure Ltd 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 West Lothian Leisure Ltd 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 West Lothian Leisure Ltd 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.

West Lothian Leisure Ltd is registered under the Industrial and Provident Societies Act 1965, 2533R(S) and is a recognised Scottish Charity (SC 027 470)
Registered Office: Bathgate Sports Centre, Balbardie Park, Torphichen Road, Bathgate, West Lothian, EH48 4LA