



Your Direct Debit Instruction

ScottishPower Energy Retail,
Cathcart Business Park, Spean Street, Glasgow G44 4BE
www.scottishpower.co.uk

ScottishPower Energy Retail Limited,
Registered Office: 1 Atlantic Quay, Glasgow G2 8SP.
Registered in Scotland No. 190287. VAT No. GB 659 3720 08.

DDM/12/10/HUB

Please write any additional supply numbers below

Thank you for choosing to pay for your energy by Variable Monthly Direct Debit. This way, your payments are made automatically – so it's the most convenient way to stay on top of your energy bills.

- Automatic payments from your designated Bank or Building Society account mean you'll never need to miss a payment.
- Cuts down on the hassle of writing cheques and other paperwork.
- With the Direct Debit guarantee, you get full peace of mind.

Please note that once your Direct Debit instruction is set up, any outstanding balance on your account will be debited.

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 ScottishPower will notify you 7 working days in advance of your account being debited or as otherwise agreed. If you request ScottishPower 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 ScottishPower 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 ScottishPower 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.

Please fill in the mandate below and return it to us at:
Business Sales Department at ScottishPower, Section 11, PO Box 7111, Glasgow G44 4BE.

Instruction to your Bank or Building Society to pay Direct Debit



Originator's Identification Number

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1. Name and full postal address of your business

Business name (if applicable)		
Title	Forename	Surname
Address		
Postcode		

2. Name and full postal address of your Bank or Building Society branch

To the manager	Bank or building society
Address	
Postcode	

3. Name(s) of Account Holders(s)

4. Bank or Building Society Account No.

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5. Branch Sort Code

(from the top right-hand corner of your cheque)

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6. ScottishPower electricity account no.

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7. Instruction to your Bank or Building Society

Please pay ScottishPower Direct Debits from the account detailed on this Instruction subject to the safeguards assured by The Direct Debit Guarantee. I understand that this Instruction may remain with ScottishPower and, if so, details will be passed electronically to my Bank/Building Society.

Signature 1 x	Date
Signature 2 x	Date

Your electricity supply number is:	
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