

Dear Sir/Madam Date \_\_\_\_\_  
Agreement No \_\_\_\_\_ Equipment \_\_\_\_\_

As your present direct debit has been (or is soon to be) cancelled, please complete the new instruction below and **return it to us as soon as possible** to avoid late payment charges.

- |  |  |
|--|--|
| <input type="checkbox"/> You have requested a new Direct Debit Mandate.                                  | <input type="checkbox"/> Your bankers have returned our recent Direct Debit application, stating that the Mandate is cancelled.  |
| <input type="checkbox"/> Your bank/building society details have changed.                                | <input type="checkbox"/> Your bankers have notified us that they have cancelled the Direct Debit Mandate   |
| <input type="checkbox"/> Your bankers are unable to trace receipt of the Direct Debit Mandate.           | <input type="checkbox"/> Payments are currently overdue or will become due in the next few days. When you return the new Mandate, please also enclose your cheque for the sum of £ _____ |
| <input type="checkbox"/> Your bankers have notified us that you have cancelled the Direct Debit Mandate. |  |

In the event of any query, please contact us on the number above, quoting your agreement number.

**DETACH THE DIRECT DEBIT GUARANTEE AND RETURN THE REST OF THE DOCUMENT WHEN COMPLETED TO THE ABOVE ADDRESS**

Please fill in the form and return it to:  
Kingsway Asset Finance Ltd  
Barons Court, Manchester Road,  
Wilmslow, Cheshire SK9 1BT

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



Name and full postal address of your Bank or Building Society

To: The Manager	Bank/Building Society
Address	
Postcode	

Originator's Identification Number

6	5	8	6	6	4
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Reference Number

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Instruction to your Bank or Building Society  
Please pay Kingsway Asset Finance 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 Kingsway Asset Finance Ltd and, if so, details will be passed electronically to my Bank/Building Society.

Name(s) of Account Holder(s)

Bank/Building Society account number

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Branch Sort Code

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Signature(s)

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Date

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

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, Kingsway Asset Finance Ltd will notify you ten working days in advance of your account being debited or as otherwise agreed. If you request Kingsway Asset Finance Ltd 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 Kingsway Asset Finance Ltd 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 Kingsway Asset Finance 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.

