



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



SERVICE USER NUMBER

7 5 5 2 3 5

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

**Kosangas (Jersey) Limited**  
**PO Box 169**  
**St. Helier, Jersey**  
**Channel Islands**  
**JE4 8RE**

**Name(s) of Account Holder(s)**

**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 \_\_\_\_\_

**Reference Number**

**FOR KOSANGAS (JERSEY) LIMITED OFFICIAL USE ONLY**

**This is not part of the instruction to your Bank or Building Society**

**Customer to complete in full**

Name Mr/Mrs/Ms \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

PLEASE TICK BOX

Variable (Amount of Invoice)

or

(select one)

Fixed Monthly Amount

(If monthly enter amount here) £

Preferred Monthly Debit Date

(NB This is the date you would like the payment to be deducted from your bank account. Under some circumstances it may take up to three working days after this date for your payment to be collected. Kosangas (Jersey) Limited will not collect the payment before your preferred date).

**Instruction to your Bank or Building Society**

Please pay Kosangas (Jersey) Limited 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 Kosangas (Jersey) Limited and, if so, details will be passed electronically to my Bank/Building Society.

**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 Kosangas (Jersey) Limited will notify you ten working days in advance of your account being debited or as otherwise agreed. If you request Kosangas (Jersey) Limited 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 Kosangas (Jersey) Limited or your bank or building society you are entitled to 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 Kosangas (Jersey) Limited asks you to.