

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

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

**KENSINGTON  
READING INTERNATIONAL BUSINESS PARK,  
BASINGSTOKE ROAD, READING,  
RG2 6DB**

Name(s) of Account Holder(s)

  

Bank or 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

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Reference – Mortgage Account Number

**Instruction to your Bank or Building Society**

Please pay Kensington Mortgage Company Ltd 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 Kensington Mortgage Company Ltd and, if so, details will be passed electronically to my Bank/Building Society.

Signature (1)

Signature (2)

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 Kensington Mortgage Company Ltd will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Kensington Mortgage Company 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 Kensington Mortgage Company 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 that you are not entitled to, you must pay it back when Kensington Mortgage Company 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.