



Service User Number

9 Navigation Court,  
Calder Park,  
Wakefield,  
WF2 7BJ

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 KINGSTON UNITY FRIENDLY SOCIETY LIMITED OFFICIAL USE ONLY  
This is not part of the instruction to your Bank or Building Society.

**Instruction to your Bank or Building Society**

Please pay Kingston Unity Friendly Society 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 Kingston Unity Friendly Society 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 Instruction 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 Kingston Unity Friendly Society Limited will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Kingston Unity Friendly Society 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 Kingston Unity Friendly Society Limited 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 Kingston Unity Friendly Society Limited 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.

