

Instruction to your bank or building society to pay by Direct Debit

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

Please return the form to your SFLG or EFG Lender.

Please DO NOT send it to BIS or CfEL

Department for Business, Innovation & Skills (BIS) ED Loan Guarantee

Capital for Enterprise Limited (CfEL)

1 Broadfield Close
Broadfield Business Park
SHEFFIELD
S8 0XN

Service user number

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**FOR DEPARTMENT FOR BUSINESS, INNOVATION & SKILLS (BIS) ED LOAN
GUARANTEE OFFICIAL USE ONLY**

This is not part of the instruction to your bank or building society.

The Small Firms Loan Guarantee (SFLG) and Enterprise Finance Guarantee (EFG) are managed on behalf of the Department for Business, Innovation & Skills (BIS) by Capital for Enterprise Limited (CfEL).

This form must only be used to give instruction for the payment of an SFLG or EFG guarantee scheme premium. This form should be completed by the Payer and returned to their SFLG or EFG Lender. It should not be sent to BIS or CifEL.

The Lender is responsible for providing the Payer with a schedule detailing the amounts and timing of the premiums to be collected over the lifetime of the guaranteed facility. The quarterly premium is separate from and in addition to capital and interest payments and any fees due to the Lender. Premium payments collected under this instruction will be identified on the Payer's bank statement with the narrative "BIS LOAN GUARANTEE" followed by the Reference shown below.

Payer – Please insert your e-mail address below so that you can be contacted to be advised of the collection date of your first premium.

Lender – Please upload relevant details to the Premium Collection Agency system.

Name(s) of account holder(s)

Bank/building society account number

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Branch sort code

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Name and full postal address of your bank or building society

To: The Manager	Bank/building society
Address	
Postcode	

Reference

[illegible]**Instruction to your bank or building society**

Please pay the Department for Business, Innovation & Skills (BIS) ED Loan Guarantee 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 the Department for Business, Innovation & Skills (BIS) ED Loan Guarantee 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

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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 the Department for Business, Innovation & Skills (BIS) ED Loan Guarantee will notify you ten working days in advance of your account being debited or as otherwise agreed. If you request the Department for Business, Innovation & Skills (BIS) ED Loan Guarantee 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 the Department for Business, Innovation & Skills (BIS) ED Loan Guarantee 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 the Department for Business, Innovation & Skills (BIS) ED Loan Guarantee 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.