



## Department for Business Innovation & Skills



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

Service user number

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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 The Department for Business Innovation & Skills or the British Business Bank

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

British Business Bank  
Foundry House  
3 Millsands  
Sheffield  
S3 8NH

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

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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 the British Business Bank.

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 the British Business Bank.

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.**

Email Address Details :-

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

### 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.

Signatures (s) :

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Date :

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Banks and building societies may not accept Direct Debit Instructions for some types of account

DD11

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