The Pensions Regulator

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 it to:

The Pensions Regulator
Napier House
Trafalgar Place
Brighton
BN1 4DW

Originator's identification number:

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This is not part of the instruction to your bank or building society, but completion of the following is required to set up payment. You must complete **all sections** using the details of an authorised signatory on the pension scheme's bank account. They will become the levy contact and the recipient of the advance notice and payment schedule.

Title:
Forename:
Surname:
Address:
Postcode:
Email:
Telephone:

The Pensions Regulator official use box

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:

Instruction to your bank or building society

Please pay The Pensions Regulator 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 Pensions Regulator and, if so, details will be passed electronically to my bank/building society.

Signature(s):

Date:

Pension Scheme Reference number (PSR):

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

DDI1

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 Pensions Regulator will notify you at least five working days in advance of your account being debited or as otherwise agreed. If you request The Pensions Regulator 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 Pensions Regulator 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 Pensions Regulator 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.