

# 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  
PO Box 5185  
Brighton  
BN50 9WG

Originator's Identification Number

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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	

Pension Scheme Reference Number (PSR)

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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.

Please complete 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

**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

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 take part in the Direct Debit Scheme.
- The efficiency and security of the Scheme is monitored and protected by your own Bank or Building Society.
- If the amounts to be paid or the payment dates change the Pensions Regulator will notify you at least five working days in advance of your account being debited or as otherwise agreed.
- If an error is made by the Pensions Regulator or your Bank or Building Society, you are guaranteed a full and immediate refund from your branch of the amount paid.
- You can cancel a Direct Debit at any time by writing to your Bank or Building Society. Please also send a copy of your letter to us.