



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:

South Yorkshire Pensions Authority
Level 8
Gateway Plaza
Sackville
Barnsley
S70 2RD

Provide the email address where you wish to be notified that the monthly remittance advice is available for viewing on EmployerWeb

Service user number

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For South Yorkshire Pensions Authority official use only
This is not part of the instruction to your bank or building society.

Please specify the e-mail address for notification of Direct Debit advance notice to be sent to:

Please specify the employers name:

Name(s) of Account Holder(s)

Bank/Building Society account number

Please provide a 'wet' signature. The signatories on the Direct Debit Instruction must be in accordance with their own bank mandate. (i.e. if your mandate requires 2 signatures, then both must sign the Direct Debit form)

Branch Sort Code

Name and full postal address of your Bank or Building Society

To: The Manager Bank/building society

Address

or Building Society
The Pensions Authority Direct Debits from the instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this Instruction may remain with South Yorkshire Pensions Authority and, if so, details will be passed electronically to my Bank/Building Society.

Signature(s)

Date

Print Name(s)

Please leave the reference field blank for us to complete upon receipt

Reference (OFFICIAL USE ONLY - PLEASE LEAVE THIS BLANK)

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 South Yorkshire Pensions Authority will notify you 5 working days in advance of your account being debited or as otherwise agreed. If you request South Yorkshire Pensions Authority 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 South Yorkshire Pensions Authority 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 South Yorkshire Pensions Authority 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.