



## 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  
Oakwell House,  
Beevor Court,  
Pontefract Road,  
Barnsley,  
S71 1HG9

Service user number

9 7 2 6 5 9

Name(s) of Account Holder(s)

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:**

Bank/Building Society account number

**Please specify the name of the employer:**

Branch Sort Code

### Instruction to your Bank or Building Society

Please pay South Yorkshire Pensions Authority 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 South Yorkshire Pensions Authority and, if so, details will be passed electronically to my Bank/Building Society.

Name and full postal address of your Bank or Building Society

To: The Manager

Bank/building society

Address

Signature(s)

Postcode

Reference (OFFICIAL USE ONLY – PLEASE LEAVE THIS BLANK)

Date

Print Name(s)

Banks and Building Societies may not accept Direct Debit Instructions for some types of account

DDI 1 5/15

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.