Instruction to your Bank or Building Society to pay by Direct Debit

SOUTH YORKSHIRE PENSIONS AUTHORITY

Please fill in the whole form using a ball point pen and send it to:

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

Service user number

9	7	2	6	5	9

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 name of the employer:

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

Reference (**OFFICIAL USE ONLY – PLEASE LEAVE THIS BLANK)**

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.

Signature(s)

Date

Print Name(s)

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.