



**CabinetOffice**



## 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:

Sue Lumb  
Cabinet Office  
Grosvenor House  
Basing View  
Basingstoke  
RG21 4HG

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

Originator's Identification Number  

9	1	9	2	8	1
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Reference  

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### Instruction to your Bank or Building Society

Please pay Cabinet Office: Civil Superannuation 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 Cabinet Office 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



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 Cabinet Office will notify you ten working days in advance of your account being debited or as otherwise agreed.
- If an error is made by Cabinet Office 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.