**Cabinet**Office

# 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
Scheme Management Executive
Cabinet Office
Grosvenor House
Basing View
Basingstoke
RG21 4HG

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

Originator's Identification Number

| 9 | 1 | 9 | 2 | 8 | 1 |
|---|---|---|---|---|---|

Reference

**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 1 | Signature 2 |
|---|---|
| | |
| Date | 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 accept instructions to pay Direct Debits.
- If there are any changes to the amount, date or frequency of your Direct Debit Cabinet Office: Civil Superannuation will notify you ten working days in advance of your account being debited or as otherwise agreed. If you request Cabinet Office: Civil Superannuation to collect a payment, confirmation of the amount and date will be given to you at the time of request.
- If an error is made in the payment of your Direct Debit, by Cabinet Office: Civil Superannuation 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 Cabinet Office: Civil Superannuation 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.