



## Pensions

# Direct Debit instruction

**Please complete this form if you're making regular contributions to your plan by Direct Debit.**

You should complete this form if you have any of the following plans:

- Pension Portfolio Plan (Personal Pension, Core Investments for Self Invested Personal Pension & Income Release Plan)
- Retirement Solutions Plan (Group Personal Pension Plan or Group Stakeholder Pension Plan)
- Individual Pension Plan (Executive & Stakeholder Plans)
- Talisman Pension Plan.

## 1 Important information

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**Please read this section carefully before completing this form.**

- Please use BLOCK CAPITALS and black ink when completing this form.
- Direct Debit Instructions can take between 6-14 working days to be set up at the bank. If a contribution is due within this period you may still pay us via an alternative method (e.g. cheque).
- This instruction supersedes any previous Direct Debit Instruction.
- Please ensure you complete all of your details within this form as this will allow us to process your request without any delay.
- Please keep a copy of this application form before returning the completed form to us at **Royal London House, Alderley Park, Congleton Road, Nether Alderley, Macclesfield, SK10 4EL.**

## 2 Your details

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**This section should be completed by all applicants.**

Your name/Group pension plan name

Your plan number/Group pension plan number

## 3 Verify your bank details

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If your contributions are being collected from a commercial bank account we're required to collect evidence to verify payment details, so please include your company's bank statement with this application form. (We're able to accept a PDF version which can be emailed to Royal London). Please tick this box to confirm you've attached the bank statement. ☐

Please fill in the Direct Debit instruction on the reverse.

## 4 Direct Debit instruction

Please ensure that you complete, sign and date the **Direct Debit Instruction** below before returning this form.

|                                                                                                  |  |                                                                            |                                                                                                                                                                                                                                                                                                                                                                               |                                                                                     |  |
|--------------------------------------------------------------------------------------------------|--|----------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|--|
| <b>The Royal London Mutual Insurance Society Limited</b>                                         |  | <b>Instruction to your bank or building society to pay by Direct Debit</b> |                                                                                                                                                                                                                                                                                                                                                                               |  |  |
| Please complete all of this form.                                                                |  |                                                                            |                                                                                                                                                                                                                                                                                                                                                                               |                                                                                     |  |
| <b>Name and full postal address of your bank or building society</b>                             |  |                                                                            | <b>Service user number</b>                                                                                                                                                                                                                                                                                                                                                    |                                                                                     |  |
| To: The Manager <span style="float: right;">Bank/building society</span>                         |  |                                                                            | 9 9 0 1 3 6                                                                                                                                                                                                                                                                                                                                                                   |                                                                                     |  |
| Address                                                                                          |  |                                                                            | <b>Reference (internal use only)</b>                                                                                                                                                                                                                                                                                                                                          |                                                                                     |  |
| Postcode                                                                                         |  |                                                                            |                                                                                                                                                                                                                                                                                                                                                                               |                                                                                     |  |
| <b>Name(s) of account holder(s)</b>                                                              |  |                                                                            | <b>Instruction to your bank or building society</b>                                                                                                                                                                                                                                                                                                                           |                                                                                     |  |
|                                                                                                  |  |                                                                            | Please pay The Royal London Mutual Insurance Society Limited 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 Royal London Mutual Insurance Society Limited and, if so, details will be passed electronically to my bank/building society. |                                                                                     |  |
| <b>Bank/building society account number</b>                                                      |  |                                                                            | <b>Signature(s)</b>                                                                                                                                                                                                                                                                                                                                                           |                                                                                     |  |
|                                                                                                  |  |                                                                            |                                                                                                                                                                                                                                                                                                                                                                               |                                                                                     |  |
| <b>Branch sort code</b>                                                                          |  |                                                                            | <b>Date</b>                                                                                                                                                                                                                                                                                                                                                                   |                                                                                     |  |
|                                                                                                  |  |                                                                            |                                                                                                                                                                                                                                                                                                                                                                               |                                                                                     |  |
| 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 The Royal London Mutual Insurance Society Limited will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request The Royal London Mutual Insurance Society Limited 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 The Royal London Mutual Insurance Society Limited 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 The Royal London Mutual Insurance Society Limited 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.



Royal London  
royallondon.com

**We're happy to provide your documents in a different format, such as braille, large print or audio, just ask us when you get in touch.**

The Royal London Mutual Insurance Society Limited is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. The firm is on the Financial Services Register, registration number 117672. It provides life assurance and pensions. Registered in England and Wales, company number 99064. Registered office: 80 Fenchurch Street, London, EC3M 4BY. Royal London Marketing Limited is authorised and regulated by the Financial Conduct Authority and introduces Royal London's customers to other insurance companies. The firm is on the Financial Services Register, registration number 302391. Registered in England and Wales company number 4414137. Registered office: 80 Fenchurch Street, London, EC3M 4BY.