



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,
 Beever Court
 Pontefract
 Barnsley
 S71 1HG

Provide the email address where you wish to be notified that the monthly remittance advice is available for viewing on EmployerWeb

Service user number

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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

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Branch Sort

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Name and full address of the person to whom the Direct Debit is to be made

To: The Manager

Please provide a 'wet' signature. The signatures on the Direct Debit Instruction must be in accordance with their own bank mandate (i.e. if your mandate requires 2 signatures, then both must sign the Direct Debit form)

Signature(s)

Signature(s) to your Bank or Building Society
 I hereby authorise South Yorkshire Pensions Authority Direct Debits from the account details stated in this Instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this Instruction may be cancelled by South Yorkshire Pensions Authority and, if so, details will be notified electronically to my Bank/Building Society.

Signature(s)

Date

Print Name(s)

Please leave the reference field blank for us to complete upon receipt

Reference (OFFICIAL USE ONLY – PLEASE LEAVE THIS BLANK)

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Please be aware that we have the timeframes below for accepting a Direct Debit for the date it is signed:

- 0-3 months** timeframe is fine to process.
- 3-6 months** - we would check with the employer the details are still correct.
- 6 + months** - we would need a new mandate.

Banks and Building Societies may not accept Direct Debit Instructions for certain types of accounts.

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This guarantee should be detached and retained by the account holder.

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.