

# Automated Payment Instruction

\$(Address1)  
\$(Address2)  
\$(Address3)  
\$(Address4)  
\$(Address5)  
\$(Address6)  
\$(Address7)

Date: \$(Date)  
Account Number: \$(CustomerNum)  
Reference: 1156/1114  
Telephone No: 01293 586666  
Email: support@bandce.co.uk

To make payments into your account by automated payment, please complete the direct debit mandate at the bottom of the page.

## Important information:

The value of your Payment Schedule (ie EasyBuild, Employee Accident Cover and Employee Life Cover) will be collected by Automated Payment.

Your Statement of Account will confirm the amount to be deducted and date of collection.

You can also view any pending payment through Employer Online Services. Please visit our website <https://onlineservices.bandce.co.uk> to logon to your online account.

If you would like to change the amount of your payment, or need any further information, please call us on **01293 586666**. (To help us improve our service, telephone calls may be recorded.)

| Instruction to your Bank or Building Society to pay by Direct Debit  |                       |  |
|--|-----------------------|---|
| <small>Please fill in the form and send to: B&amp;CE Benefit Schemes, FREEPOST B&amp;CE.</small>   |                       |   |
| <b>Name and full postal address of your Bank or Building Society</b>   |                       |   |
| To: The Manager  | Bank/Building Society |   |
| Address  |                       |   |
| Postcode   |                       |   |
| <b>Name(s) of Account Holder(s)</b>  |                       |   |
| Branch Sort Code   |                       |   |
| Bank/Building Society account number   |                       |   |
| <b>Service User Number</b>   |                       | 8 4 2 9 2 1   |
| <b>Reference Number (B&amp;CE Use Only)</b>  |                       |   |
| <b>Instruction to your Bank or Building Society</b>  |                       |   |
| <small>Please pay B&amp;CE Benefit Schemes 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 B&amp;CE Benefit Schemes and, if so, details will be passed electronically to my Bank/Building Society.</small> |                       |   |
| 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 accept instructions to pay Direct Debits
- \* If there are any changes to the amount, date or frequency of your Direct Debit B&CE Benefit Schemes will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request B&CE Benefit Schemes 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 B&CE Benefit Schemes 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 received a refund you are not entitled to, you must pay it back when B&CE Insurance 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.

