

Automated payment instruction form

Contact name	Date	Account number
<input type="text"/>	<input type="text" value="DD / MM / YYYY"/>	<input type="text"/>
Company title	Reference	
<input type="text"/>	<input type="text"/>	
Address	Telephone: 01293 586666	
<input type="text"/>	Email: support@peoplespartnership.co.uk	
<input type="text"/>		
<input type="text"/>		

To make payments into your account by automated payment, please complete and return the direct debit mandate below together with a full bank statement (dated within the last 3 months) to satisfy anti-money laundering and know your customer regulations. The statement must show your name, account number, sort code and the heading of your bank. It must include all pages and show your current address. We can't accept a document that has pages missing or where information has been obscured (eg, transactions blocked out).

We can't accept screen shots or printouts of online statements. If you bank online, you can download a copy of your bank statement as a PDF file and send it to us. If you need help with this, please contact your bank.

Important information

The value of your Pension Contributions, Employee Accident Cover and Employee Life Cover (if applicable) will be collected by Automated Payment.

You can also view any pending payment through Employer Online Services. Please visit our website <https://onlineservices.peoplespartnership.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

Please fill in the form and send to: People's Partnership Holdings Limited, Freepost, People's Partnership, The People's Pension.



To: The Manager	Bank/Building Society	Service user number
<input type="text"/>	<input type="text"/>	<input type="text" value="8 4 2 9 2 1"/>
Address		Reference Number (People's Partnership Use Only)
<input type="text"/>		<input type="text"/>
Post Code		Instruction to your Bank or Building Society
<input type="text"/>		Please pay People's Partnership Holdings 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 People's Partnership Holdings Limited and, if so, details will be passed electronically to my Bank/Building Society.
Name(s) of Account Holder(s)		Signature(s)
<input type="text"/>		<input type="text"/>
Branch Sort Code	Bank/Building Society account number	Date
<input type="text"/>	<input type="text"/>	<input type="text" value="DD / MM / YYYY"/>

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 People's Partnership Holdings Limited will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request People's Partnership Holdings 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 People's Partnership Holdings 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 received a refund you are not entitled to, you must pay it back when People's Partnership Holdings 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.