



## 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 **PO Box 296, Wilmslow, Cheshire SK9 1WJ.**

### 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 Direct Debit instruction

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

<p>The Royal London Mutual Insurance Society Limited</p> <p>Please complete all of this form.</p> <p><b>Name and full postal address of your bank or building society</b></p> <p>To: The Manager <span style="float: right;">Bank/building society</span></p> <hr/> <p>Address</p> <hr/> <p style="text-align: right;">Postcode</p> <hr/> <p><b>Name(s) of account holder(s)</b></p> <hr/> <p><b>Bank/building society account number</b></p> <table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> </tr> </table> <p><b>Branch sort code</b></p> <table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> </tr> </table>																			<h2 style="margin: 0;">Instruction to your bank or building society to pay by Direct Debit</h2>	 <p><b>Service user number</b></p> <table border="1" style="width: 100%; text-align: center;"> <tr> <td style="width: 12.5%; height: 20px;">9</td> <td style="width: 12.5%;">9</td> <td style="width: 12.5%;">0</td> <td style="width: 12.5%;">1</td> <td style="width: 12.5%;">3</td> <td style="width: 12.5%;">6</td> </tr> </table> <p><b>Reference (internal use only)</b></p> <table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> </tr> </table> <p><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.</p> <p>Signature(s)</p> <hr/> <p>Date</p>	9	9	0	1	3	6										
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Banks and building societies may not accept Direct Debit Instructions for some types of account.

<p>This Guarantee should be detached and retained by the payer.</p> <h2 style="margin: 0;">The Direct Debit Guarantee</h2> <ul style="list-style-type: none"> <li>• This Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits</li> <li>• 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</li> <li>• 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             <ul style="list-style-type: none"> <li>– 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</li> </ul> </li> <li>• 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.</li> </ul>	
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**Royal London**  
 1 Thistle Street, Edinburgh EH2 1DG  
[royallondon.com](http://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.  
 All of our printed products are produced on stock which is from FSC® certified forests.

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