



# THE HARTLEY PENSIONS TRUSTEES LTD

## INSTRUCTIONS TO YOUR BANK OR BUILDING SOCIETY TO PAY BY DIRECT DEBIT

Please fill in the whole form using a ball point pen and send to:



Hartley Pensions Ltd  
 8th Floor  
 25 Marsh Street  
 Bristol  
 BS1 4AQ

Service user number

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Name(s) of Account Holder(s)

Reference

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Bank/building society account number

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Branch sort code

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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**Instructions to your bank or building society**

Please pay The Hartley Pensions Trustees Company Limited Direct Debits from the accounts detailed in this instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this instruction may remain with the Hartley Pensions Trustees Company Limited and, if so, details will be passed electronically to my bank/building society.

Name and full postal address of your Bank or Building Society

Date:

Banks and Building Societies may not accept Direct Debit instructions from 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 Hartley Pensions Trustees Company Limited will notify you ten working days in advance of your account being debited or as otherwise agreed. If you request The Hartley Pensions Trustees Company Limited to collect a payment, confirmation of the amount and date will be given out to you at the time of the request.
- If an error is made in the payment of your Direct Debit, by The Hartley Pensions Trustees Company 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 Hartley Pensions Trustees Company 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.

