



Instruction to your bank or building society to pay by Direct Debit



Aviva Pension Trustees UK Limited.
Wellington Row
York, YO90 1WR

3rd Party Contributions to Pension Portfolio

Please fill in the whole form using a ball point pen and email to advisedplatform@aviva.com

Name and full postal address of your bank or building society

To: The Manager	Bank/building society
Address	
Post code	

Name(s) of Account Holder(s)

Bank/building society account number

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Branch sort code

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This is not part of the instruction to your Bank or Building Society and must be detached by Aviva before submission to the Paying Bank.

Service User Number

298268

Reference (Policy number)

Instruction to your bank or building society

Please pay Aviva Pension Trustees UK 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 Aviva Pension Trustees UK Limited and, if so, details will be passed electronically to my bank/building society.

Signature(s)

Date

Account Holders address

Banks and building societies may not accept Direct Debit instructions for some type of account.

The 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 Aviva Pension Trustees UK Limited will notify you 8 working days in advance of your account being debited or as otherwise agreed. If you request Aviva Pension Trustees UK 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 Aviva Pension Trustees UK 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 Aviva Pension Trustees UK 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.

