



BCF Pension Trust

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

Please fill in the whole form including official use box using a ball point pen and send it to:

BCF Pension Trust
 C/O HS Admin
 25 Goodlass Road
 Liverpool
 L24 9HJ

Service user number

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Reference

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Name(s) of account holder(s)

Bank/building society account number

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Branch sort code

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Name and full postal address of your bank or building society

To: The Manager	Bank/building society
Address	
Postcode	

FOR HS ADMINISTRATIVE SERVICES LTD RE BCF PENSION TRUST OFFICIAL USE ONLY

This is not part of the instruction to your bank or building society

PLEASE TICK ONE OF THE FOLLOWING BOXES

(please tick) I confirm that I am the only person required to authorise debits on this account

(please tick) I confirm that two or more people are needed to authorise debits on this account

Instruction to your bank or building society

Please pay HS Administrative Services Ltd Re BCF Pension Trust 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 HS Administrative Services Ltd Re BCF Pension Trust and, if so, details will be passed electronically to my bank/building society.

Signature(s)

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Date

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Banks and building societies may not accept Direct Debit Instructions for some types of account

DD12

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 HS Administrative Services Ltd Re BCF Pension Trust will notify you 3 working days in advance of your account being debited or as otherwise agreed. If you request HS Administrative Services Ltd Re BCF Pension Trust 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 HS Administrative Services Ltd Re BCF Pension Trust 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 HS Administrative Services Ltd Re BCF Pension Trust 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.