

# Instruction To Your Bank Or Building Society To Pay By Direct Debit

Please complete the whole form and send to

Liberty Trustees Ltd.  
Dunscar House, Deakins Business Park,  
Egerton, Bolton BL7 9RP.

Client National Insurance Number

Name(s) of account holder(s)

Bank/Building Society account number

Branch sort code

Name and full postal address of your Bank/Building Society

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

## Member Contributions

Client Email Address

## Employer Contributions

Employer Email Address

Service User Number

Option SIPP account number

## Instruction to your Bank or Building Society

Please pay Liberty Trustees Ltd 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 Liberty Trustees Ltd and, if so, details will be passed electronically to my bank/building society.

Signature(s)

Date

## 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 Liberty Trustees Ltd will notify you 3 working days in advance of your account being debited or as otherwise agreed. If you request Liberty Trustees Ltd 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 Liberty Trustees Ltd 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 Liberty Trustees Ltd 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.

## INSTRUCTIONS IF YOUR EMPLOYER IS TO PAY REGULAR CONTRIBUTIONS

Your employer must sign the Direct Debit Instruction which must be made from a UK bank or building society account in the employer's name.

*Only complete if your employer is to pay regular contributions on your behalf.*

Name of Employer	<input type="text"/>		
Employer Address	<input type="text"/>		
Company number	<input type="text"/>		
Employer Contact Name	<input type="text"/>	Position	<input type="text"/>
Monthly Contribution?	£	<input type="text"/>	

Liberty Trustees Ltd are the trustees of the Option SIPP. EBS Pensions Limited trading as Embark Pensions has appointed GoCardless Ltd to process their direct debits.

Please be aware that you will receive email notifications from GoCardless regarding direct debits. This will be to confirm setup and notify you of any changes.