

## Direct Debit Instruction for *pension contributions*

Please fill in the details below and complete the instructions on the next page. Once completed you need to send the document to NOW: Pensions. You can either mail it using the address on the next page, or you can scan the document and email it to us on [directdebit@nowpensions.com](mailto:directdebit@nowpensions.com).

**PLEASE NOTE.** This Direct debit instruction will only be used to collect pension *contributions*. You will need to complete a separate Direct Debit instruction for charges (monthly employer service charge and print and postage), if applicable to you. You will need to do this even if you want to use the same bank account for both contributions and charges.

<b>Employer Legal Name</b>
<b>Employer/Company Code</b> (4 digit alpha/numeric*)
<b>Email address of account holder</b> (for Direct Debit confirmation and advance notifications)

<b>Do you want all pension contributions to be deducted from the same bank account?</b> <b>YES / NO</b>
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If **YES**, this Direct Debit instruction will apply to all future pension contributions for all Payroll Codes until further notice.

If **NO** please list below all Payroll Codes\* to which the bank account on the next page is to apply (normally 4 digit alpha/numeric)

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Please complete a separate mandate for every separate bank account from which contributions are to be deducted.

*\*Company Code and Payroll Code are displayed on the NOW: Pensions portal. If a payroll bureau/accountancy firm fully manages the upload of your payroll data to NOW: Pensions they will be able to provide these details.*

### Notes:

1. The collection of pension contributions by Direct Debit is undertaken by JLT Benefit Solutions Ltd on behalf of NOW: Pensions. Following receipt of the mandate form, we will confirm when the mandate has been set up. This normally takes a few days for JLT to submit the mandate and for your bank to confirm that they have acted on your instruction.
2. As part of our commitment to keeping pensions simple, we only collect contributions for jobholders once their 1 month opt out period has ended. Once the opt out period has been completed, we will normally make the Direct Debit instruction for the first backdated contribution on your next collection date.
3. Ongoing contributions will be deducted on a regular basis and you will receive advance notification before each direct debit collection.

