

Note: our Privacy Notice is available from [www.worcestershirepensionfund.org.uk](http://www.worcestershirepensionfund.org.uk)

Title:

Full name:

Pension pay number:

National insurance number:

Date of birth:

I hereby request and authorise Worcestershire Pension Fund to make future payments of pension due to me to the account detailed below:

Name of bank or building society:

Address of bank or building society:

Branch sort code (see note 3):

Bank account number (see note 4)

Reference / roll number: (see note 5):

Signed:

Dated:

## Guidance notes

1. In order to assist in the correct identification of completed forms you are asked to enter your name (in block letters), and pension pay number shown on your pension advice slip (if known) in the space provided at the top of the form.
2. Credit transfers may be directed to any branch of the recognised joint stock banks which are members of the Committee of London Clearing Banks.
3. Most building societies are able to receive credit transfers. Such transfers are credited to the building society's bank account on the same day that personal bank accounts are credited. However, depending on the building society's accounting arrangements, an investor's personal account may not be credited until a few days after receipt of the payment at the building society's bank.
4. Payments made by credit transfer must quote an account number. Please ensure that this number is clearly entered. Credit transfers will not include any reference to accounts in names other than that of the officer concerned or to joint accounts, current or deposit accounts, or to accounts with special titles. Therefore, if you maintain such accounts, it will be necessary for you to inform your bank of the particular account you wish to be credited.
5. The reference or roll number is usually only required in the case of building society accounts or accounts with banks that were formerly building societies when the payment may be credited to a head office collection account. The length of a reference or roll number is not fixed and it may include letters as well as numbers. This number will often be shown on your passbook.
6. Any amendments to your instructions for payment **MUST** be given at least **FOUR WEEKS BEFORE** the amendment is to take effect.
7. Please return completed form to [pensions@worcestershire.gov.uk](mailto:pensions@worcestershire.gov.uk) or to Worcestershire Pension Fund, County Hall, Worcester, WR5 2NP

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For office use:

Noted by:

Date: