

## Direct Debit Instruction

### Tower Pension Trustees Limited

For completion by the client or the employer when making regular contributions to the SIPP. All alterations to the Direct Debit mandate form will require confirming with a full signature.

Client name  Plan number / Application ID

If both you and your employer intend to make regular contributions, please use an additional Direct Debit.

#### Type of contribution

☐

**Regular personal contribution**

Please also complete and return a Contribution form available from our website.

☐

**Regular employer contribution**

Please also complete and return a Contribution form and an Identity Verification form both available from our website.

Please confirm payment date:

1st of month ☐ 8th of month ☐ 15th of month ☐ Last day of month ☐

Start date



## Instruction to your Bank or Building Society to pay by Direct Debit

Please fill in the whole form using a ball point pen and send to:  
Curtis Banks, 3 Temple Quay, Bristol, BS1 6DZ

#### Name and full postal address of your bank or building society

To: The Manager	Bank/building society
Address	
Postcode	

#### Name(s) of Account Holder(s)


#### Bank/building society account number

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#### Branch Sort Code

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#### Reference

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#### Service Use number

4	4	4	3	2	9
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#### Instruction to your bank or building society

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

Signature(s):
Date

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 Tower Pension Trustees Limited will notify you 10 business days in advance of your account being debited or as otherwise agreed. If you request Tower Pension Trustees 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 Tower Pension Trustees 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 Tower Pension Trustees 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.

Curtis Banks Limited,  
3 Temple Quay,  
Bristol, BS1 6DZ

T 0370 414 7000  
F 0370 414 8000

curtisbanks.co.uk

**Call charges will vary. We may record and monitor calls.**

"Curtis Banks" is the trading name of Curtis Banks Group Limited (CBGL) (registered in England, number 07934492), Curtis Banks Limited (CBL) (registered in England, number 06758825), Suffolk Life Pensions Limited (SLPL) (registered in England, number 01180742), Suffolk Life Annuities Limited (SLAL) (registered in England, number 01011674), SLA Property Company Limited (SLAPC) (registered in England, number 01203396), Tower Pension Trustees (S-B) Limited (TPTSB) (registered in Scotland, number SC340871), Bridgewater Pension Trustees Limited (BPTM) (registered in England, number 03821053), SPS Trustees Limited (SPST) (registered in England, number 08312411), Colston Trustees Limited (CTL) (registered in England, number 06867955), Montpelier Pension Trustees Limited (MPTL) (registered in England, number 05802677), Temple Quay Pension Limited (TQPL) (registered in England, number 05679427), Tower Pension Trustees Limited (TPTL) (registered in England, number 02178783), Crescent Trustees Limited (CrTL) (registered in England, number 03915165).

"Curtis Banks Pensions" is the trading name of SLPL.

CBGL, CBL, TPTSB, BPTM, SPST, CTL, MPTL, TQPL, TPTL, CrTL have their registered office at Suite B & C, First Floor, Milford House, 43-55 Milford Street, Salisbury, SP1 2BP. SLPL, SLAL, SLAPC have their registered office at 153 Princes Street, Ipswich, Suffolk, IP1 1QJ. CBL and SLPL are authorised and regulated by the Financial Conduct Authority. SLAL is authorised as an insurance company authorised by Prudential Regulation Authority (PRA) and regulated by the FCA and PRA. CBGL, CBL, BPTL, CTL, SPSTL, MPTL, TQPTL, TPTL, CrTL and TPTSB are members of a VAT group with VAT registration number 207996471. SLPL, SLAL and SLAPC are members of a VAT group with VAT registration number 241841520.

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SL253.202505  
May 2025

