

3 REGULAR PAYMENT DETAILS

Employer payments

Employer Regular Investment ▶ *gross*

£

Frequency ▶ (*tick*)

Monthly Annually

Employer once-off Collection ▶ *gross*

£

Please complete the Direct Debit Instruction available at the end of this form.

Please tick here if you wish to increase the regular investment automatically each year in line with Average Weekly Earnings.

Employee payments

Employee Regular Investment ▶ *net*

£

Frequency ▶ (*tick*)

Monthly Annually

Employee once-off Collection ▶ *net*

£

The employer will need to complete a separate Direct Debit Instruction.

Please tick here if the employee wishes to increase the regular investment automatically each year in line with Average Weekly Earnings. This will need to have been agreed with the employee.

4 LUMP SUM PAYMENT DETAILS

Employer Lump Sum Investment ▶ *gross*

£

Employee Lump Sum Investment ▶ *net*

£

Cheque* Electronic Transfer*

NOTE

- All employer contributions must be paid gross.
- The once-off collection allows for any premiums which may have been missed or already deducted from salary but yet to paid to the pension arrangement, to be collected with the initial regular premium.
- The employee contribution will be treated as a net contribution, i.e. deducted from the employee's salary after tax has been paid. Basic rate tax relief will then be added to this amount when we apply this contribution to the policy. Any further tax relief due will need to be reclaimed by the employee via self-assessment.
- We confirm that the member's personal net contributions shall be deducted from his/her net pay.
- It is imperative that the group co-ordinator advises Old Mutual Wealth Life & Pensions Limited within 30 days of any changes to these payments.
- If you fail to complete this section we are unable to monitor payments in accordance with the Pensions Act 2004, and you may be reported to The Pensions Regulator (TPR).

* Made payable or in favour of Old Mutual Wealth Life & Pensions Limited to:

Sort Code: 56-00-68, Account number: 37632116.

In the reference field on your bank transfer please enter your post code and surname to help us process your application.

5 DECLARATION ► please read this section carefully before signing and dating the declaration

1. We declare that to the best of our knowledge and belief the statements made in this section and any related documents are correct and complete.
2. We agree to pay Old Mutual Wealth Life & Pensions Limited regular contributions for the Investor of the amount shown in section 3.
3. We understand that, although we can contribute to the Investor's benefits, we have no legal rights under the personal pension contract which is between Old Mutual Wealth Life & Pensions Limited and the Investor.
4. We understand that we will be responsible for dealing and corresponding with Old Mutual Wealth Life & Pensions Limited regarding the payment or non-payment of contributions for the Investor.
5. We undertake to advise Old Mutual Wealth Life & Pensions Limited within 30 days of the Investor ceasing to be employed by us or where contributions are reduced or terminated.
6. We understand that if any payment due is not received by Old Mutual Wealth Life & Pensions Limited within 90 days of the due date* or where Old Mutual Wealth Life & Pensions Limited feels that non-payment is of material significance, Old Mutual Wealth Life & Pensions Limited may be required to advise The Pensions Regulator (TPR) and the Investor.
7. We understand that it is our responsibility to ensure Old Mutual Wealth Life & Pensions Limited is provided with relevant information to monitor payments and that should we fail to provide it, we will be reported to TPR.
8. We confirm that all Investors have provided consent for us to supply their personal data to Old Mutual Wealth Life & Pensions Limited from time to time to be used in accordance with the Personal Data Statement in the Terms and Conditions.
9. We understand that, if applicable, you may make our personal information available to a third party by electronic or other means for the purpose of verifying identity in accordance with money laundering regulations.

** Please note, the due date will always be the 19th of the month following the month in which the deductions were made from payroll. This is the final due date under TPR requirements. Because of the requirement for us to have received the contribution by this date, it may not be appropriate to choose a direct debit collection date of the 20th of the month and the 10th should be selected.*

Pay day ► (this is the day of the month the employee is paid)

Authorised signatory for the employer

Date

/ /



Print name and capacity

6 BANK DETAILS FOR DIRECT DEBIT PAYMENTS

Monthly direct debit investment options

Please tick the date you would like your monthly direct debit investments to be collected from your bank (if applicable). 10th 20th

- Direct debit investments will CONTINUE INDEFINITELY unless we hear otherwise from you.
- **If you tick neither date, we will collect your direct debits on the 10th of the month.**
- Direct debit collections will show on your bank statements as Old Mutual Wealth Life & Pensions Limited.
- Please leave the 'Reference' box blank. We will apply the reference number in relation to the Direct Debit Instruction.



INSTRUCTION TO YOUR BANK OR BUILDING SOCIETY TO PAY BY DIRECT DEBIT.



Please fill in the whole form and send to:
Old Mutual Wealth Life & Pensions Limited
Old Mutual House, Portland Terrace, Southampton SO14 7AY

Service user number

7 1 0 9 0 6

Name and full postal address of bank/building society

Reference

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To: The Manager
bank/building society
Address
Postcode

Instruction to your bank or building society

Please pay Old Mutual Wealth Life & Pensions 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 Old Mutual Wealth Life & Pensions Limited and, if so, details will be passed electronically to my bank/building society.

Name(s) of Account Holder(s)

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Signature(s)

Date

	/	/	20
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	/	/	20
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Bank/building society account number

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Branch sort code

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



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 Old Mutual Wealth Life & Pensions Limited will notify you five working days in advance of your account being debited or as otherwise agreed. If you request Old Mutual Wealth Life & Pensions 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 Old Mutual Wealth Life & Pensions 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 Old Mutual Wealth Life & Pensions 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.

Old Mutual Wealth
Old Mutual House
Portland Terrace
Southampton
SO14 7AY

www.oldmutualwealth.co.uk

Calls may be monitored and recorded for training purposes and to avoid misunderstandings.

Old Mutual Wealth is the trading name of Old Mutual Wealth Limited which provides an Individual Savings Account (ISA) and Collective Investment Account (CIA) and Old Mutual Wealth Life & Pensions Limited which provides a Collective Retirement Account (CRA) and Collective Investment Bond (CIB).

Old Mutual Wealth Limited and Old Mutual Wealth Life & Pensions Limited are registered in England and Wales under numbers 1680071 and 4163431 respectively. Registered Office at Old Mutual House, Portland Terrace, Southampton SO14 7EJ, United Kingdom. Old Mutual Wealth Limited is authorised and regulated by the Financial Conduct Authority. Old Mutual Wealth Life & Pensions Limited is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. Their Financial Services register numbers are 165359 and 207977 respectively. VAT number 386 1301 59.
PDF5482/217-0402/April 2017 (CRA Employer Payer Form)

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