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| **Local Government Pension Scheme****Royal Borough of Kensington & Chelsea** | G:\CS Pens Team\COMMUNICATIONS TEAM\PROOFS\Best logos\LGPS Logo_Orange.jpg |
| **Bank / Building Society Account - Mandate Form****(for payments to UK-based accounts only)** |

Please complete all parts of this form and send it to RBKC Pensions using the contact information at the bottom of the form.

**Section 1 – Your Personal Details**

|  |  |  |
| --- | --- | --- |
| Title: |  | Your full name: |

|  |  |  |
| --- | --- | --- |
| Your National Insurance Number: |  | Your contact telephone number: |

|  |
| --- |
| Your contact email address: |

|  |
| --- |
| Your home address including the full postcode: |

**Section 2 – Your Bank Account / Building Society Account**

|  |
| --- |
| Name of bank or building society: |

|  |
| --- |
| Name in which the account is registered: |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Account Number: (must be 8 digits) |  |  |  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Sort Code: (must be 6 digits) |  |  |  | **-** |  |  | **-** |  |  |

|  |
| --- |
| Roll Number (Building Society Accounts only): |

**Section 3 – Your Declaration**

* I confirm this is the UK-based bank account / building society account to which I wish to have all my pension payments credited.
* I have double-checked that all the account information is correct and accept that I am personally responsible for supplying the correct information to RBKC Pensions.
* I accept it may not be possible for RBKC Pensions to retrieve monies if I supply incorrect account details.

|  |  |  |
| --- | --- | --- |
| Signature (only your handwritten signature is accepted): |  | Date signed: |

**Send your completed form to:**

**Email:** pensions@rbkc.gov.uk

*(please ensure it is a scan / photo with your original signature clearly visible)*

**Post:** RBKC Pensions Team, 3rd Floor, The Town Hall, Hornton Street,

London W8 7NX

**Phone enquiries:** 020 7361 2323 (9am – 5pm on working days)