

CHANGE OF BANK/BUILDING SOCIETY DETAILS FORM



Local Government Pension Scheme

Kent Pension Fund

This form is for members with a pension in payment. Complete the form to notify Pension Payroll Team of a change to your bank or building society. The form must be printed and signed as we require an original signature. Alternatively, use member self service to change your details at www.kentpensionfund.co.uk/memberselfservice

Member details

Payroll reference number

National Insurance number

Surname

Forename(s)

Date of birth

Date of change

Address
including
postcode

Account holder name

Name of Bank/Building
Society

Sort code

Account number (8 digits)

Account roll number

(Building Society accounts only)

**If you are in any doubt about the completion of this form, then please consult your
Bank or Building Society for assistance**

Please amend my Bank/Building Society details as per my instructions above.

Signature

Date

Please return this form by:-

- emailing as a scanned copy or photo attachment to pensions.payroll@hrconnect.org.uk, or
- posting to Pension Payroll Team, HRConnect, 1 Abbey Wood Road, Kings Hill, West Malling, Kent ME19 4YT.

Privacy notice

In order to administer the pension scheme we collect, hold, process and share personal data. For further information read our privacy notice on the on the Kent Pension Fund website –

www.kentpensionfund.co.uk/privacynotice

This form must be signed otherwise it will be returned.

Incorrect information could cause your payment to be delayed. Some useful points to note are:

- The bank account for payment must be an individual account in your name or a joint account on which you are named
- You can find your account details on your bank statement or cheque book
- If your account number is less than 8 digits you need to add zeros at the beginning
- If your payment is to a building society, you may need to complete the account roll number. If you are unsure whether your account requires a roll number, please check with your building society
- If your payment is to a post office account, you must check that it accepts BACS (automated direct debits). Your pension is paid by BACS and some post office accounts do not accept them
- If your payment is to an overseas account you must download and complete a mandate form at www.kentpensionfund.co.uk
- Payments made into an Individual Savings Account (ISA) may be returned to us if the account limit is exceeded.