

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

Please fill in the whole form and send it to: St. James's Place Wealth Management, Administration Centre, PO Box 9034, Chelmsford, CM99 2XA.

### 1. Name(s) of Account Holder(s) (BLOCK CAPITALS PLEASE)

THE MICROSOFT SERVICES RETIRE PLAN

### Service User Number

9 0 3 1 8 4



### 2. Bank/Building Society Account Number

1 6 8 5 4 6 8 9

### Branch Sort Code

2 3 - 0 5 - 8 0

### 3. Name and full postal address of your Bank/Building Society

To: The Manager

METRO

Bank/Building Society

Address: ONE SOUTHAMPTON ROW

LONDON

Postcode: WC4B 5HA

### Reference Number (St. James's Place use only)

### Instruction to your Bank/Building Society to pay Direct Debit

Please pay St. James's Place Direct Debits from the account detailed in this Instruction subject to safeguards assured by the Direct Debit Guarantee. I understand that this Instruction may remain with St. James's Place and, if so, details will be passed electronically to my bank/building society.

### 4. Signature(s)\*

### Date

1 5 | 0 7 | 2 0 1 5  
DAY MONTH YEAR

### Date

DAY MONTH YEAR

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

This is not part of the Instruction to your bank or building society and must be detached by St. James's Place before submission to the paying bank.\* If payments are to be made from an account other than the planholder's, please also provide details of the payer's full postal address.

**To help us improve our level of service, telephone calls handled by our Administration Centre may be recorded to help identify training issues and needs.**

St. James's Place UK plc is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. St. James's Place UK plc Registered Office: St. James's Place House, 1 Tetbury Road, Cirencester, Gloucestershire, GL7 1FP, United Kingdom. Registered in England Number 2628062.

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, St. James's Place will notify you 5 working days in advance of your account being debited or as otherwise agreed. If you request St. James's Place to collect the payment, confirmation of the amount and date will be given to you at the time of request.
- If an error is made in the payment of your Direct Debit by St. James's Place 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 St. James's Place 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.



Department of the Treasury

Internal Revenue Service

OMB No. 1545-0047

Estimated tax for individuals

OMB No. 1545-0047

Form 1040-ES (2010)

Date

Form 1040-ES (2010)

Form 1040-ES (2010)

Form 1040-ES (2010)

Form 1040-ES (2010)

Form 1040-ES (2010)

Form 1040-ES (2010)

Form 1040-ES (2010)

Form 1040-ES (2010)

Form 1040-ES (2010)

Form 1040-ES (2010)

Form 1040-ES (2010)

Form 1040-ES (2010)

Form 1040-ES (2010)

Form 1040-ES (2010)

Form 1040-ES (2010)

Form 1040-ES (2010)

Form 1040-ES (2010)

Form 1040-ES (2010)