

# 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 it to:

Aegon Asset Management UK plc,  
Sunderland,  
SR43 4HT

Name(s) of account holder(s)

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Bank/building society account number

Branch sort code

Name and full postal address of your bank or building society

Name .....

Address .....

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**Banks and Building Societies may not accept Direct Debit instructions for some types of account.**

Service user number

Reference number

## Instruction to your bank or building society

Please pay Aegon Asset Management UK plc 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 Aegon Asset Management UK plc 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, Aegon Asset Management UK plc will notify you ten working days in advance of your account being debited or as otherwise agreed. If you request Aegon Asset Management UK plc 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 Aegon Asset Management UK plc 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 Aegon Asset Management UK plc 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.