

# CHANGE OF BANK DETAILS FORM (UK)



## WHO IS THIS FORM FOR?

This form is for Shell Contributory Pension Fund (SCPF) and Shell Overseas Contributory Pension Fund (SOCPF) Pensioners who would like their pension to be paid into a UK bank account.

## WHAT IS THE PURPOSE OF THIS FORM?

Please complete this form to let the Pensions Administration Team know your new bank details so that it can pay your pension correctly. Your bank will be able to provide you with the information if you do not know it.

Your name:

Pension number:

Telephone number:

Email address:

Bank Name and Address:

Account Number:

Sort Code:

## DECLARATION

I confirm that I would like my pension payments to be made to the bank account detailed above from the next available pay date. **Please do not close your current bank account until you have received the first payment into your new account.**

Signature:

Date:

Please sign and date this form and return to the Pensions Administration Team (see overleaf for contact details).

## IMPORTANT NOTES

- If you have pensions from both the SCPF and SOCPF they can be paid to different bank accounts.
- If you wish to email your new details to us (see email address below), please be aware we will require a scanned, signed form to update your record. If the form is not signed, we cannot alter your current payment arrangements.
- Please be aware our payroll closes around the 18<sup>th</sup> of each month. If we receive your new account details after this date, your pension payment will not be credited to your new account until the following month. For example, if we receive your new bank details on 20<sup>th</sup> June, the first payment to credit your new account would be on 1<sup>st</sup> August.
- Failure to provide all requested information may cause a delay or rejection of your pension payment.
- We will check the bank account details supplied by verifying against the verification tools built into the LexisNexis IDU technology. This process will generate a soft credit check, but this does not leave a visible footprint on your credit file.
- Please ensure the form is signed before returning.

## CONTACT DETAILS

If you have any questions about how to complete this form, please contact the Pensions Administration Team.

**Write to:** Pensions Administration Team, Trustee Services Unit, Shell International Limited, Shell Centre, London, SE1 7NA

**Telephone:** +44 (0)20 7934 1190

**Email:** [UK-PensionsAdmin@shell.com](mailto:UK-PensionsAdmin@shell.com)