

## PAYMENT INSTRUCTION FORM FOR PAYMENTS TO UNITED KINGDOM (UK)

**You must complete all sections of this form for us to update your record.**

### Personal Details

Your full name \_\_\_\_\_ Pension reference number \_\_\_\_\_  
*(a separate form must be completed if you have another membership with us)*

Address \_\_\_\_\_  
 \_\_\_\_\_ Postcode \_\_\_\_\_

Email address \_\_\_\_\_ Contact telephone number \_\_\_\_\_

National Insurance No \_\_\_\_\_

### Previous Bank Details (where we currently pay your pension)

Name of bank \_\_\_\_\_ Account name \_\_\_\_\_

Building society roll number (if applicable) \_\_\_\_\_

Existing sorting code    Existing account number

### New Bank Details (where you would like your pension to be paid)

Name of bank/building society \_\_\_\_\_

Bank address \_\_\_\_\_

Account name \_\_\_\_\_  
*(The account receiving your pension **must** bear your name)*

Building society roll number (if applicable) \_\_\_\_\_

New sorting code    New account number

**PLEASE NOTE THAT PAYMENTS WILL BE MADE IN GBP AND BY BACS**

### Declaration

In line with data protection and fraud prevention measures, it is important for us to verify your identity before we make any changes to your personal records. **We will contact you before changing your bank details to verify the information you have provided is correct.**

If you have registered for online communications, you can log in to the secure area of [mybapension.com](http://mybapension.com) and update your personal records. This is the fastest and safest way to update your details.

Signed \_\_\_\_\_ Date \_\_\_\_\_

**We cannot accept this form if it's not signed.**

**Please post your completed form to:** British Airways Pensions, PO Box 2074, 8 Castle Street, Liverpool, L69 2YL.  
 Alternatively, you can email it to [post.inbound@bapensions.com](mailto:post.inbound@bapensions.com)