



**Staffordshire
Pension Fund**
Local Government Pension Scheme

**CHANGE OF PENSION PAYMENT
INSTRUCTIONS**

Your pension is paid by Staffordshire County Council by direct bank credit into a bank (including Girobank) or building society account in your name. This is the most secure method of payment – it reduces the risk of an unauthorised person gaining access to it. Also, a direct payment to a bank account and many building society accounts* could avoid postal delays and so ensure the payment is available to you on pay day. Please complete the details required, then sign and return this form to:

**PENSIONS PAYROLL, PENSION SERVICES SECTION, STAFFORDSHIRE COUNTY COUNCIL,
1 STAFFORDSHIRE PLACE, TIPPING STREET, STAFFORD ST16 2LP**

*If you choose payment to a building society, please confirm all details with your local branch. Some societies may not guarantee payment on pay-day and it would be advisable for you to check this with them before completing the form.

1. Please cancel my previous instructions and pay my monthly instalments of pension to:

Full name of account holder

Name of bank/building society

Branch address

Bank sort code
(This will have 6 digits)

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Bank account number
(This will have 8 digits, Girobank 9)

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Building society number
(Where appropriate)

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2. My home address to which my payslip and any further pensions correspondence should be sent is:

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Signed Date

Full name

Pay reference Month of Birth

PEN PAY 2 V5.0 August 2025