

**Adding to a CTF account is easy. You can set up a regular Direct Debit or make a one-off payment by cheque or by bank transfer. Anyone can invest in a child's future, whether family or friends you can pay in using the following methods:**

#### It's important to note:

- All payments are a gift to the child and cannot be returned to the payer
- Only the child can access the money and not until they are 18
- Payments are subject to the maximum limit set by the Government which can be found on our website [kingstonunity.co.uk/ctf](http://kingstonunity.co.uk/ctf)
- Payments are flexible, you can stop start or vary payments at any time
- A subscription year runs between the child's birthday.



#### Friends & Family

Anyone can pay into a CTF, simply follow the instructions on your chosen payment method below:



#### Direct Debit

Simply complete this form, include your Direct Debit details overleaf and return it to us at **Freepost KINGSTON UNITY**



#### Debit card

To make a payment over the phone, call us on 01924 240 164



#### Cheque

Cheques should be made payable to 'Kingston Unity' 'your child's full name' and reference the 'URN' on the reverse of the cheque. Please return it to us at **Freepost KINGSTON UNITY**



#### Online banking

You'll need the following information to make a payment by bank transfer or to set up a standing order:

Sort Code	Account Number
60-60-05	4 5 9 4 1 0 8 4
Use the URN as reference	
Childs Unique Reference Number (URN)	

Setting up a Direct Debit payment - complete the form below and complete the Direct Debit Mandate overleaf.

#### 1. The Child Trust Fund account holder's details

Child's first name	Child's last name
Child's Unique Reference Number (required)	

#### 2. The payer's details

Title	First name	Last name
Address		
		Post code
Telephone	Email	
Date of birth	dd/mm/yy	

Once your form is complete, simply return it using our freepost address:  
**Freepost KINGSTON UNITY** (Please note, this is the full address)

Find out more at [CTF@kingstonunity.co.uk](mailto:CTF@kingstonunity.co.uk) 01924 240 164 [kingstonunity.co.uk/ctf](http://kingstonunity.co.uk/ctf)

3. How your information will be used

We will use your personal information to process your payment, including collecting Direct Debit payments where you have selected this option. If you register an interest in an event, promotion or product for yourself we will use the personal information you give us to get in touch with you about it according to your indicated communication preferences.

We may share the personal information you give us with our service providers to conduct our business efficiently and effectively.

Information about your rights (and those of the child) in relation to our processing of your personal data are set out in our 'Privacy Notice'. You can also find out more information about how, what, when and why we process such personal information in this notice. We take your privacy very seriously and we think you should too so please take a moment to read this notice in full.

3a. Keeping you informed

Kingston Unity would like to keep you informed of other products and services we offer which we feel may be of interest to you. We will never sell or licence your personal information to a third party. You can easily "opt out" of receiving such information at any time by contacting us.

If you would like to hear about latest offers and information about our products and services please tick the appropriate boxes:

Email  Post  Phone  Text Message

4. Monthly Direct Debit

Choose the amount you would like to invest each month  £10  £20  £30 Other £  \*minimum £5

Monthly collection date  1st  16th *Choose one* Please complete section 5 with your bank details.

5. Instruction to your bank or building society to pay by Direct Debit



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:

Applications, Kingston Unity Friendly Society Limited  
9 Navigation Court, Calder Park Wakefield WF2 7BJ

Name and full postal address of your Bank or Building Society

To: The Manager Bank/building society

Address

Postcode

Name(s) of Account Holder(s)

Bank/Building Society account number

Branch Sort Code

Service user number

2 7 4 3 8 4

Reference

Instruction to your Bank or Building Society

Please pay Kingston Unity Friendly Society Limited 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 Kingston Unity Friendly Society Limited and, if so, details will be passed electronically to my Bank/Building Society.

Signature(s)

Date

Banks and Building Societies may not accept Direct Debit Instructions for some types of account. 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 Kingston Unity Friendly Society Limited will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Kingston Unity Friendly Society Limited 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 Kingston Unity Friendly Society Limited 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 Kingston Unity Friendly Society Limited 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.