

# The Child Trust Fund: additional payments



Adding to a child's account could make a big difference to the value of a Child Trust Fund when they reach 18. And it's easy to make additional payments – just choose the way that suits you!

## Family and friends can contribute too

Additional payments from grandparents, godparents, or other family friends – perhaps as birthday or Christmas presents – can make a big difference too.

If you'd like to invite family and friends to make a top-up you could use our email facility – simply go online at [www.thechildrensmutual.co.uk/topup](http://www.thechildrensmutual.co.uk/topup) where we have set up an easy to use invitation that can be forwarded to anyone who would like to contribute. To help say thank you to anyone who adds to the account, we have also created a special thank you letter on behalf of your child, which you can download from our website at [www.thechildrensmutual.co.uk/thankyou](http://www.thechildrensmutual.co.uk/thankyou).

Please remember that all payments are a gift to the child and cannot be returned.

## Regular Payments

Set up a **Direct Debit online** – just go to our website [www.thechildrensmutual.co.uk/topup](http://www.thechildrensmutual.co.uk/topup) and follow the Direct Debit instructions.

Set up or amend a **Direct Debit by phone** – just call us on **0845 077 1899**. Lines are open Monday to Friday 8am to 8pm, and Saturday 9am to 1pm.

Set up or amend a **Direct Debit by post** – by completing the form overleaf and sending it to FREEPOST (RLRZ-ZAZZ-GACY), The Children's Mutual, PO Box 2067, Gloucester GL4 3YU.

## One-off Payments

**Debit card** – you can use your debit card online at: [www.thechildrensmutual.co.uk/topup](http://www.thechildrensmutual.co.uk/topup). Or you can call us on **0845 077 1899** – phone lines are open Monday to Friday 8am to 8pm, and Saturday 9am to 1pm – and you'll need to have your debit card handy when you call. Please note that we do not accept payments by credit card.

**Cheque** – for a one-off additional payment, please complete the form overleaf and send it, together with your cheque, to FREEPOST (RLRZ-ZAZZ-GACY), The Children's Mutual, PO Box 2067, Gloucester GL4 3YU. Cheques should be made payable to 'The Children's Mutual, for the account of (CHILD'S NAME)'. Please write your child's **URN** account number clearly on the back of the cheque to ensure that we know which account it's intended for.

**Payments via your bank** – to make an electronic money transfer you'll need our bank details: Lloyds TSB Bank, sort code 30-00-02, account number 01912750. Payments will take 3 to 5 days to clear. Please use the child's **URN** as the transaction reference. This is very important – without it we might have to return your payment.

The Children's Mutual, PO Box 2067, Gloucester GL4 3YU. Tel: 0845 077 1899 Fax: 0845 609 0073 Email: [mail@thechildrensmutual.co.uk](mailto:mail@thechildrensmutual.co.uk) Website: [www.thechildrensmutual.co.uk](http://www.thechildrensmutual.co.uk)

The Children's Mutual is a trading name of the Tunbridge Wells Equitable Group, which includes Tunbridge Wells Equitable Investments Company Limited, registered in England under the Companies Act 1985, registered no. 4315370, FSA registered no. 208027. Authorised and regulated by the Financial Services Authority and members of the Financial Ombudsman Service. Registered Office: Brockbourne House, 77 Mount Ephraim, Tunbridge Wells, Kent TN4 8GN.

# Child Trust Fund Additional Payments Form

Please use this form to set up a new Direct Debit, amend an existing Direct Debit, or make a cheque payment. Please complete this form in BLOCK CAPITALS using a ballpoint pen.

## Step 1 – Payer's Details

Title Mr  Mrs  Miss  Ms  Other (please specify)

First Name  Middle Name(s)

Surname

Gender M  F  Date of Birth  Telephone Number (home)

Telephone Number (work)  House Number/Name

Address

Postcode

Your relationship to the child Mother  Father  Grandparent  Other (please specify)

Email

If you would like to receive further product information offers from us via email, please tick this box .

## Step 2 – Child's Details

First Name  Surname

Date of Birth  Child's URN

## Step 3 – Payment Details

Please note that any money you pay is a gift to the child. This means that once the money is paid in, it cannot be returned to you if you change your mind.

Payment Amount £  Payment Method Lump Sum  Cheques should be made payable to 'The Children's Mutual, for the account of (child's name)' – please write the child's URN on the back of the cheque. Monthly Direct Debit  Complete Direct Debit Instruction below.

## Step 4 – Amending Direct Debit Payments

Complete Steps 1 and 2, and then enter the existing and new amounts for your Direct Debit here.

Current monthly payment £  New TOTAL monthly payment £

## Instruction to your bank or building society to pay by direct debit



Please fill in the whole form and send it to:  
**Freeport RLRZ-ZAZZ-GACY, The Children's Mutual,  
 PO Box 2067, Gloucester GL4 3YU. No stamp is required.**  
 Name and full postal address of your Bank or Building Society

Originator's Identification Number



Reference (INTERNAL USE ONLY)

### Instruction to your Bank or Building Society

Please pay The Children's Mutual 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 The Children's Mutual and, if so, details will be passed electronically to my Bank/Building Society.

To: The Manager  Bank/Building Society

Address

Postcode

Bank/Building Society Account Number  Branch Sort Code

Name(s) of Account Holder(s)

Signature

Date

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

### Data Protection Act 1998 (the Act)

The information on this form will be used to process your payments to the CTF account and for marketing analysis purposes. This information will be available to members of the Tunbridge Wells Equitable Group, their associates and agents and (for marketing purposes only) selected third parties, but will not be passed to any other party without your consent, unless we are required to do so by law or regulation. It may also be shared with other financial services companies to help fraud prevention. The data may be used to provide you with details of other products or services. If you do not wish to receive these, please cross the box below. Please do not provide details of other products/ services to me . We will not keep your details after the CTF account ends or is transferred to another CTF manager. The Act confers rights of access to information we hold. Details are available on request.

### Money Laundering and Fraud Prevention

International regulations require that we sometimes check certain details about customers. To do this we may use an agency to carry out a search to verify a customer's identity. These details may be used by the agency to check against other databases (public or otherwise) that are available. The details may also be used in the future to help other organisations to verify the customer's identity and confidential records would be retained. By signing this form, you give us authority to do this.

**Please detach this section and retain it for your future reference**

### The Direct Debit Guarantee

- This Guarantee is offered by all Banks and Building Societies that take part in the Direct Debit Scheme. The efficiency and security of the Scheme is monitored and protected by your own Bank or Building Society.
- If the amounts to be paid or the payment dates change, The Children's Mutual will notify you 10 working days in advance of your account being debited or as otherwise agreed.
- If an error is made by The Children's Mutual or your Bank or Building Society, you are guaranteed a full and immediate refund from your branch of the amount paid.

- You can cancel a Direct Debit at any time by writing to your Bank or Building Society. Please also send a copy of your letter to The Children's Mutual.

### Important information about Direct Debits

- The amounts to be collected are variable and may be debited on various dates.
- Please complete the Instruction using a ball point pen.

