

Please complete this application and send it, together with details of those to be covered to  
The Exeter, Jewry House, Jewry Street, Winchester, Hampshire, SO23 8RZ

### ▶ 1. A guide to the application process

#### Step 1. Please select your preferred payment method

Payroll deduct

Employee Direct Debit

#### Payroll deduct

**Step 2.** Complete sections 3, 4, 5 and 6 of this application form.

**Step 3.** Employees and their partners, wishing to take out a plan need to complete the employee application forms and return them to you.

**Step 4.** Collate the employee application forms, retaining each authority for deduction from pay, and populate the One Fund spreadsheet.

**Step 5.** Return this employer form and the employee application forms to: The Exeter, Jewry House, Jewry Street, Winchester, Hampshire, SO23 8RZ and email the completed One Fund spreadsheet to: [cashplan@the-exeter.com](mailto:cashplan@the-exeter.com)

• If you are using an intermediary, please also ensure that their details are provided in section 7

#### Employee Direct Debit

**Step 2.** Complete section 3 and 4 of this application form.

**Step 3.** Employees and their partners who wish to take out a plan need to complete an employee application form and return it to you.

**Step 4.** Return this employer form and the employee application forms to: The Exeter, Jewry House, Jewry Street, Winchester, Hampshire, SO23 8RZ

### ▶ 2. What happens next?

#### Payroll deduct

Once we have received all of the necessary information:

- The Exeter will process each application and send you confirmation of the Direct Debit value and a full list of employees/partners who have chosen to take out a plan
- The Direct Debit will be set up for the 1st of the month following the initial salary deductions
- Welcome packs will be sent to each applicant.

#### Employee Direct Debit

Once we have received all of the necessary information from your employees:

- The Exeter will process each application form and send welcome packs to each applicant.

### ▶ 3. Commencement date

#### Payroll deduct

The Direct Debit will be arranged for the 1st of the month following the initial salary deductions and cover under the plan will begin on this date. The application forms and spreadsheet must be returned to The Exeter no later than 3 weeks prior to the 1st of the month for which cover is to begin.

#### Date of 1st planned salary deductions

01 / MM / YYYY

On the 1st day of the month following your initial salary deductions the Direct Debit will be made and your employees' cover under the plan will begin.

#### Employee Direct Debit

Please state which month you would like to start the One Fund scheme for your employees:

#### Start Date

01 / MM / YYYY

## ▶ 4. Company details

Company Name\* \_\_\_\_\_

Company Address\* \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
Postcode\* \_\_\_\_\_

Name of company representative\* \_\_\_\_\_

Email address of company representative\* \_\_\_\_\_

\*This information is mandatory.

## ▶ 5. Declaration – Payroll deduct

I agree to make deductions from employee salaries, in order to collect the premiums, and pay them to The Exeter via Direct Debit.

Signature \_\_\_\_\_ Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Print name \_\_\_\_\_

Position in company \_\_\_\_\_

## ▶ 6. Instruction to your bank or building society for Payroll deduct

To be completed by an authorised signatory for your company's bank account.

Please fill in the whole form using a ballpoint pen and send to: The Exeter, Jewry House, Jewry Street, Winchester, Hampshire, SO23 8RZ

Name and full postal address of your bank or building society

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Postcode \_\_\_\_\_

Name(s) of account holder(s) \_\_\_\_\_

Bank/building society account number

Branch sort code

Service User No.

Reference number – for office use only

For The Exeter official use only. This is not part of the instruction to your bank or building society

Banks and building societies may not accept Direct Debit Instructions for some types of account.

Signature \_\_\_\_\_

Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

### Instruction to your bank or building society.

Please pay Wessex Administration Services Ltd Re The Exeter Cash Plan 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 Wessex Administration Services Ltd Re The Exeter Cash Plan and, if so, details will be passed electronically to my bank/building society.

## ▶ 7. Intermediary details

Where applicable, please provide your third party intermediary's details

Broker name \_\_\_\_\_

Firm \_\_\_\_\_

Firm address \_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Financial Conduct Authority no. \_\_\_\_\_

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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 Wessex Administration Services Ltd Re The Exeter Cash Plan will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Wessex Administration Services Ltd Re The Exeter Cash Plan 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 Wessex Administration Services Ltd Re The Exeter Cash Plan 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 Wessex Administration Services Ltd Re The Exeter Cash Plan 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.

## Contact us

The Exeter, Jewry House, Jewry Street, Winchester, Hampshire, SO23 8RZ

### Customers

0300 123 3256

cashplan@the-exeter.com

### Financial Advisers

0300 123 3257

cashplan.adviser@the-exeter.com

**[www.the-exeter.com](http://www.the-exeter.com)**

Calls may be recorded and monitored.

The Exeter is a trading name of The Exeter Cash Plan, which is authorised by the Prudential Regulatory Authority and regulated by the Financial Conduct Authority and the Prudential Regulatory Authority (Financial Services Register No. 202311). Registered in England, Company No. 00515058 with its registered office at Lakeside House, Emperor Way, Exeter EX1 3FD.

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