Department for Work & Pensions

International Pensions
Direct Payment request to Costa Rica

We have many ways we can communicate with you

If you would like braille, British Sign Language, a hearing loop, translations, large print, audio or something else please call us on **+44 191 218 7777** or textphone **+44 191 218 7280** and tell us which you need.

Treating people fairly

We are committed to the Equality Act 2010 and treating people fairly. To find out more about this law, search 'Equality' on **www.gov.uk**

Fill in this form to tell us where you want us to send your direct payment using **black ink** and CAPITALS.

More information

If you want more information about anything in this form, please get in touch with us.

The phone number is **+44 191 218 7777** and our address is:

The Pension Service 11
Mail Handling Site A
Wolverhampton
WV98 1LW
United Kingdom

You can email us at **tvp.internationalqueries@dwp.gov.uk** for general enquiries. We cannot use email for personal information.

About you

01 **Title**
Mr, Mrs, Miss, Ms or other

02 **First name**

03 **Middle names, if you have any**

04 **Last name**

05 **National Insurance (NI) number**

If you do not know your NI number, have you ever had one or used one at any time?

No

Yes

More information about you

06 **All other last names you have been known by or are using now.**
Include maiden name, all former married names and all changes of family name.

07 **Date of birth**
DD/MM/YYYY

08 **Phone number**
Add your national and local area code.

09 **What is this number?**

Home

Work

Mobile

10 **Address where you live**
This cannot be a PO Box. Include full address and country.

About your bank or financial institution

You will be paid directly to your account. It is very important that you give us all the information we ask for and you check with your bank that the details you give us are correct.

If you tell us the wrong account details your payment may be delayed or lost.

11	**Bank or financial institution's full name**

12	**Bank or financial institution's full address**

13	**Account type**

Savings

Checking

14	**I would like to be paid at the end of every**

4 weeks

13 weeks

15	**Name of the account holder**

Maximum 35 characters including spaces.

16	**Your Tax ID code**

Maximum 12 digits. No hyphens, slashes or spaces.

17	**International Bank Account Number (IBAN)**

Must be 22 characters. No hyphens, slashes or spaces.

18	**Bank Identification Code (BIC)**

Fill in from the left. This will be 8 or 11 characters.

If you have a cheque book for your account please attach a paying-in slip to this form. This will help us to confirm your details.

You must tell us straight away if your bank or account details change. If you do not, your payments will be delayed.
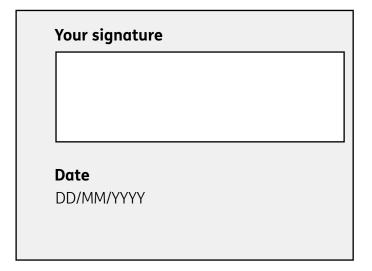
Declaration

Please read and sign.

I have read and understand the information in this form and the **Notes about International Pensions Direct Payment** and wish the benefit to which I am entitled to be paid by Direct Payment into the account shown on **page 3**.

I understand that if I knowingly give information that is incorrect or incomplete, I may be liable to prosecution or other action.

I declare that the information I have given on this form is correct and complete as far as I know and believe.

Your signature

Date
DD/MM/YYYY

How DWP collects and uses information

When we collect information about you we may use it for any of our purposes.

These include:
• social security benefits and allowances
• child maintenance
• employment and training
• investigating and prosecuting tax credits offences
• private pensions policy and
• retirement planning.

We may get information about you from other parties for any of our purposes as the law allows to check the information you provide and improve our services. We may give information about you to other organisations as the law allows, for example to protect against crime.

To find out more about our purposes, how we use personal information for those purposes and your information rights, including how to request a copy of your information, please visit **www.gov.uk/dwp/personal-information-charter**