

# Child Trust Fund Additional Payment Form



## Topping-up a Child Trust Fund

You can top-up a Child Trust Fund in the following ways:

- To pay by cheque, simply complete this form and send your cheque to us at the address shown on page 3.
- Complete this form to set up or amend a Direct Debit.
- Go to <http://ctf.rbs.co.uk>, and register to top-up.

Before completing this additional payment form please read these documents carefully:

- Key Investor Information Document (KIID) – RBS Stakeholder Investment Fund ICVC;
- Child Trust Fund Terms;
- Key Facts about our services and costs; and
- Supplementary Information Document (SID).

These documents contain all the information you need to be aware of before making an additional payment. If there is anything that you do not understand please ask for further information. If you do not have any of the above documents, please contact us on **0345 604 4500**. (Calls to 0345 numbers cost the same as calls to numbers starting with 01 or 02 from a UK landline or a UK mobile phone) or visit us online at [www.rbs.co.uk](http://www.rbs.co.uk)

Please mark this box with a cross to confirm you have the documents

## Child Trust Fund Maximum Payments

Details of the maximum amount that can be paid into a Child Trust Fund in a subscription year can be found on <https://www.gov.uk/child-trust-funds/overview>. **Please be aware that money paid into the Child Trust Fund will become the property of the child, and cannot be returned to you.**

### 1. Your Personal Details – Registered Contact

Title  Mr  Mrs  Miss  Ms  Other    
(please specify)

First name(s)

Surname

Address line 1

Address line 2

Address line 3

Address line 4 OR overseas country

Postcode

Telephone number (Daytime)

Telephone number (Evening)

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## 2. Child's Personal Details

First name(s)

Surname

Address line 1  
(If different from Registered Contact details)

Address line 2

Address line 3

Address line 4 OR overseas country

Postcode

Date of birth

Existing plan/account number(if known)

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## 3. Payments

To make a single (one-off) payment into the Child Trust Fund.

The minimum additional payment you can make is **£10**.

I wish to make a single payment of £

Please make your cheque payable to: **RBS Collective Investment Funds Limited** and write the Child Trust Fund account number on the back.

Please sign the form below and return it to us. If you are making payment by cheque, please remember to include this.

**OR** to increase your monthly payment

You can increase your monthly payments into the Child Trust Fund by a minimum of **£1**.

Please increase my monthly payments by £

Making a new **total** monthly payment of £



## Instruction to your Bank or Building Society to pay by Direct Debit

Please fill in the whole form and send it to: RBS Collective Investment Funds Ltd,  
PO Box 915, Newport NP20 9PF.



**Please note, Direct Debit payments cannot be set up until the transfer has been received.**

Originator's Identification Number

Customer reference number  (for office use only)

### Originator's Address

RBS Collective Investment Funds Ltd, PO Box 915, Newport NP20 9PF.

Please complete sections 1 to 5 to authorise your Bank or Building Society to make payments directly from your account at the request of RBS Collective Investment Funds Limited.

### 1. Name and Address of Bank/Building Society branch

The Manager

Bank/Building Society

Address line 1

Address line 2

Address line 3

Postcode

### 2. Account to be debited held in the name of

3. Complete Branch Sort Code

4. Account number

### 5. Please state what date of the month you would like the payment to be debited from

your account

### 6. Instructions to your Bank or Building Society

Please pay RBS Collective Investment Funds Limited (reference The Royal Bank of Scotland Child Trust Fund) 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 RBS Collective Investment Funds Limited (reference The Royal Bank of Scotland Child Trust Fund), and so details will be passed electronically to my Bank/Building Society.

Signed

Date of signing

Instructions to charge Direct Debit to certain types of accounts other than current accounts may be declined by your Bank and Building Society.

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 RBS Collective Investment Funds Limited will notify you 5 working days in advance of your account being debited or as otherwise agreed. If you request RBS Collective Investment Funds 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 RBS Collective Investment Funds 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 RBS Collective Investment Funds 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 notify us.



**Braille, large print or audio format?**

If you'd like this information in another format, call us on  
0345 604 4500 (Text Relay 18001 0345 604 4500)

The Child Trust Fund is provided by RBS Collective Investment Funds Limited. Registered in Scotland Number: SC46694.  
Registered Office: 24-25 St Andrew Square, Edinburgh EH2 1AF. Authorised and regulated by the Financial Conduct Authority.