



Payment Release Form

Before filling in this form please read **How to complete the Payment Release Form**. Please confirm in **Step 2** below the identification document that you're sending to us.

Policy Number

Policyholder name

Step 1 - The account you want your money paid into

Bank name

Account holder name

Account number

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Sort code

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Share account number (building society only):

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Step 2 - Your enclosed identification document

▪ I don't need to provide identification

▪ A valid Certificate of Verification of Identity from a financial adviser

▪ A blank cancelled cheque

▪ An original bank statement

▪ An original paying in slip

▪ An internet bank statement

Step 3 - Daytime telephone number we can contact you on:

****Please ensure that one box is ticked in each of the Steps below. ****

Step 4 - Assignment

Tick

▪ The above policy has **never** been absolutely assigned to another person or company.

▪ The above policy **is** absolutely assigned to another person or company

▪ The above policy **was previously** assigned but is now reassigned to the policyholder.

Step 5- Bankruptcy and Insolvency

Tick

- I/We **have never been** the subject of a Bankruptcy Order, Award of Sequestration or creditors Trust Deed.
- I am/We are **currently** the subject of a Bankruptcy Order, Award of Sequestration or creditors Trust Deed.
- I am/We are **no longer** the subject of a Bankruptcy Order, Award of Sequestration or Trust Deed.

Step 6 - Trust

Tick

- The above policy **is not** held in Trust by another person or company for someone else's benefit.
- The policy **is** held in trust.

Step 7 - Indemnity

Tick

- I have enclosed my original policy documents.
- I have not enclosed my original policy documents. By ticking this box, I/we confirm that ReAssure is not liable for this policy after final payment has been made.



Step 8 - Declaration

I/We confirm that all the statements made on this form are both true and complete to the best of my/our knowledge and belief. I/We agree that I/we will be responsible for any reasonable costs, damages or losses, including any legal expenses that ReAssure Ltd ('ReAssure') suffers as a result of any false, misleading or incomplete statements made by me/us on my/our behalf.

I/We also confirm that if I am/we are not entitled to the proceeds from this policy then I/we will return all of the money to ReAssure. I/We also agree to reimburse ReAssure for any reasonable costs, damages or losses it incurs, including any legal expenses, in recovering this money from me/us.

I/We authorise ReAssure to pay the value of this policy in the way shown on this form. I/We also discharge ReAssure of all liabilities associated with this policy.

Policyholder signature(s)	Print name	Date

Trustee signature(s)	Print name	Date



How to complete the Payment Release Form

This guide will help you complete the form and understand why certain documents may be required. It's important you read and understand this guide before filling in the form to make sure we're able to pay your money as quickly as possible.

This guide is broken down into eight steps, which match the eight steps you need to go through on the form. Please complete **all** sections of the form.

Step 1 - The account you want your money paid into

In this section you need to tell us the bank or building society account you would like the money paid into.

- If you're the policyholder, this must be your own account.
- If you're a Trustee, this must be a trust account.
- If you're an Attorney, this must be the policyholder's account or an attorney account for the sole use and benefit of the donor.

We need this information so that we can make payment. You can find out more about how we use personal information by viewing our full privacy notice on our website.

Please note: this must be a personal bank or building society current account. We cannot make payments to a pre-paid cards, ISAs or business accounts.

Step 2 - Your enclosed identification document

We need to receive an identification document to check that the bank account you have entered in Step 1 belongs to you.

- **Tick the first box if you've used the account entered in Step 1 to pay money into a ReAssure policy for a minimum of six months over the last twelve month period. Please note this money must have been paid by direct debit.** If this is the case, you don't need to send us any identification documents and can skip to Step 3 of this guide.

If the account entered in Step 1 has not been used to pay money into a ReAssure policy during the last 12 months, you'll need to select one of the other boxes.

Confirm in the **Payment Release Form** which identification document you're sending back to us.

Step 3 - Daytime telephone number

If we have any questions about your application, we may need to contact you. Providing us with a daytime telephone number will help to reduce any delays.

Step 4 - Assignment

If the policy is assigned its ownership has been passed to another company or person (the assignee). For example, you may have decided to assign it to your bank or building society to pay for an endowment mortgage or loan.



- Tick the first box if you have never assigned your policy to another person or company. You do not need to send us anything.
- Tick the second box if the policy is currently assigned to a bank, building society, mortgage lender, new owner or anyone else. We'll then pay the money to the assignee. Once any loans, etc. have been paid, we'll pay any remaining money to you. If the **Deed of Assignment** and **original policy schedule** are not held on our files already, we'll contact you, so you can ask the assignee to send them to us.
- Tick the third box if your policy is no longer assigned. We'll pay the benefits to you, but we can only do this if we have one of the following;
 - A **Deed of Reassignment**, or a discharged **Deed of Assignment**. This must:
 - Be an original or a certified copy
 - Include the policy number being reassigned.
 - Be signed and dated by an authorised signatory and accompanied by their company stamp.
 - Or a **letter** from the previous assignee confirming they no longer hold any interest in the policy. This must:
 - Be the original (not a photocopy) on Company headed paper.
 - Be addressed to ReAssure or state ReAssure as the policy provider in the letter.
 - Include the policy number and policyholder name.
 - State they no longer hold an interest in the policy.
 - Be signed and dated by an authorised signatory.

You'll need to contact the assignee if we don't already have one of these documents.

Step 5 - Bankruptcy and Insolvency

If you're subject to a bankruptcy order (England, Wales & Northern Ireland), an award of sequestration (Scotland) or a creditors trust deed (Scotland), we need further documents before we can pay the policy's benefits.

- Tick the first box if you **have never been subject to** a bankruptcy order, an award of sequestration or creditors trust deed. You do not need to send us anything.
- Tick the second box if you **are** currently subject to a bankruptcy order, an award of sequestration or creditors trust deed. We need to see the following documents before we can pay the policy's benefits:
 - For bankruptcy orders - The **Bankruptcy Order** document, and the **Court Order of Summary Administration** or a **Certificate of Appointment as Trustee**.
 - For an award of sequestration – the **Award of Sequestration** document, and a document that shows that the bankruptcy practitioner or the Accountant in Bankruptcy has been appointed.
 - For a creditors trust deed - the **Trust Deed document**.
- Tick the third box if you have been discharged from a bankruptcy order, an award of sequestration or creditors Trust Deed. We need to see one of the following documents before we can pay the policy's benefits to you:
 - A **Deed of Assignment**, or



- a **letter** from the bankruptcy trustee confirming they no longer hold any interest in the policy.

See the notes in the previous section (Step 4 – Assignment) to see what these documents should include.

We'll accept certified copies of any of these documents.

What is a certified document?

A copy of a document which includes:

- ✓ the certifier's full name;
- ✓ the certifier's position;
- ✓ the certifier's signature;
- ✓ the date of certification;
- ✓ the certifier's contact details, and
- ✓ is marked with 'original seen'.

The certifier can be:

- ✓ a UK Lawyer;
- ✓ a banker;
- ✓ an authorised Financial Intermediary, or
- ✓ an accountant.

For joint life policies

If only one policyholder is subject to a bankruptcy order, an award of sequestration or creditors trust deed, the bankruptcy trustee and the other policyholder will need to give their consent before any benefits can be paid out.

Insolvency arrangements

You don't need to send us any additional documents if you're subject to one of the following arrangements: Informal Arrangement, Administration Order, Debt Relief Order or Individual Voluntary Arrangement.

Step 6 - Trust

If the policy is held in Trust, its legal interest has been transferred to another person (a trustee) for the benefit of someone else (a beneficiary).

- Tick the first box if the policy is not held in Trust
- Tick the second box if the policy is held in Trust. We need to have:
 - An original or a certified copy of the **Trust deed**, and
 - The **Deeds Appointing Trustees** if any changes have been made to the Trust.

Please call us if you don't have these documents.

Step 7 - Indemnity

Please send us the original policy documents so that we can be sure that no-one else will claim this policy's benefits.

- Tick the first box if you are including the original policy documents.
- Tick the second box if you don't have the original policy documents.

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ReAssure Ltd is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority.

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Your policy documents are not original if the words **COPY** appear on them or they are photocopies. If you're unsure whether your documents are original or not, tick the second box.

Step 8 - Declaration

Please read the form carefully before signing this. By signing the form, you are agreeing to the declaration.

- If you have a joint life policy both policyholders will need to sign.
- If the policy is held in Trust all policyholders and Trustees will need to sign the form.

Please return the form by post only to: **ReAssure Ltd. Windsor House, Telford Centre, Telford, Shropshire, TF3 4NB**. We cannot accept faxed copies of this form.