From the 1st of May 2024, Advisory Insurance Brokers Ltd, will take over management of your Group Insurance scheme including your Supplementary Life Cover.

**Important** - Any current payment arrangements with George Burrows will be cancelled and you will receive confirmation of this from George Burrows.

**Your Payments going forwards (Please review as there is important information for you!)**

**Monthly Direct Debit** - Due to the change in broker, serving and retired officers **must** complete the Advisory Insurance Brokers Direct Debit Mandate Form for Group Insurance and Additional Life Cover to continue.

To do this please click on the below link and the instructions below:

[**Advisory Insurance Brokers DD Form**](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fprotect-eu.mimecast.com%2Fs%2FaRlUCQ1A7Cq40PJFMeDea%3Fdomain%3Dwebforms.uk.pt-x.com&data=05%7C01%7Cglen.tillotson%40brokernetwork.co.uk%7Cca184cd869874db6299208dbc8a7131c%7C5fa75d91e58f45fe8bdc758af9ab9804%7C0%7C0%7C638324392129438493%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=8SqmwmuNzH68MkwRk6D0wNJHGNU3YBkcpGGSFwlgn3M%3D&reserved=0) **(click this link!)**

1. Please fill in the Direct Debit Mandate form with the below information;
	* Name
	* Address
	* Personal Email Address (this is where confirmation will be sent and verification code)
	* Your bank details (Sort Code, Account Number & registered name(s) on account)
2. Once you have filled in your details, select ‘Submit’ to complete the process.
3. As part of the sign-up process, you will receive an email shortly after with a verification code to input into the Direct Debit Webform to complete the process. You must complete this for the Direct Debit to be confirmed
4. You will receive a confirmation number for your Direct Debit and an email to your email address within 24 hours.
5. A further email will be issued a few days after to confirm the payment value and date of payment (on or around the 21st of each month).

Please note you may get 2 DD confirmations, one for Group Insurance and a separate one for Additional Life should you purchase this separate product.

***Why Direct Debit?*** *- Direct Debit is the most simple and convenient way to pay regular or recurring premiums. It means you no longer have to worry about missed payments, manually making each payment throughout the month via Standing Order, or calling us to make a card payment, freeing up your time.*

*Direct Debits come with a guarantee, so you’re automatically protected by three safeguards, which are; Money back guarantee in the event of a confirmed error in the payment. Advance notice if the date of payment or amount is changed. The right to cancel at any time.*