

THE M&S PENSION SCHEME PORTAL. HOW TO CHANGE YOUR BANK DETAILS.

If you need to change the bank account where you'd like your pension to be paid, you can do this in the Portal.

For your next pension payment to be made to your new bank account, you'll need to provide the new bank details on or before the **10th of the month**.

Visit www.hartlinkonline.co.uk/mandspensionscheme, click on **Login** and enter your login details. (You'll need to have registered your pension account first.)

1. Look for **Change your bank details** and click on the link below the title.
2. You'll be asked to confirm what type of bank account you wish to change your details to (and you will see your current details listed):
 - a. If it is to a UK bank account choose **I wish to change my bank details**
 - b. If it is to a building society account choose **I wish to change my building society details**

If you have an overseas bank account, please send your new bank details in writing to the Pensions Administration Team using the postal address below.

3. You'll be asked to enter the new bank details required. Click **Next**.

Before clicking **Submit** and completing the update, **make sure the details you enter match your new bank account and don't forget to accept the terms and conditions.**

After the submission is complete, you'll receive confirmation of the details in **My Mailbox** (which you'll find under **My Details**).

HOW TO CONTACT US.

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For general information about the Scheme visit www.mandspensionscheme.com