

**How will my monthly contributions be taken?**

You will be required to set up a standing order to make your monthly contributions to the IVA. If the terms of your IVA requires a change in the level of contributions during its duration then a revised standing order mandate will be sent out to you.

The mandate will provide details of the duration of the payments and the date in the month that payments will be made.

Under the terms of the IVA it is your responsibility to ensure that contributions are made on time and in accordance with the agreement. If you have any concerns regarding this please contact us immediately.