

## Request to pay AVCs into Investment Builder

Please complete this form in full by using BLOCK CAPITALS and by ticking the appropriate boxes. Please send the completed form to the Pensions Office.

Employer

### To be completed by the employee

Title  Surname

Forenames

Email address

NI number

Members can contribute all of their pensionable salary to OSPS subject to the following HMRC limits:  
- total pension saving to all schemes cannot exceed the Annual Allowance for that year;  
- total pension savings to investment-based (DC) schemes cannot exceed the Money Purchase Annual Allowance (MPAA) for that year if it applies to the member concerned. See [www.moneyhelper.org.uk/en/pensions-and-retirement/tax-and-pensions/money-purchase-annual-allowance-mpaa](http://www.moneyhelper.org.uk/en/pensions-and-retirement/tax-and-pensions/money-purchase-annual-allowance-mpaa)

The MPAA applies if a member has flexibly accessed other DC pension rights.

In addition lump sum payments cannot exceed the pensionable salary earned at the date of payment, taking account of normal contributions. Please contact the Pensions Office if you wish to make a lump sum payment.

### Request

Please deduct the following from my pay at the next available pay period (choose one option):

1) an extra	<input type="text"/> %	per month
2) an extra	£ <input type="text"/>	gross per month

### Member declarations

Please tick one of these two options:

<input type="checkbox"/>	I declare that I am not subject to the MPAA and will inform OSPS if this changes.
<input type="checkbox"/>	I am subject to the MPAA and enclose details. I acknowledge this may restrict the amount that I can pay in AVCs.

Please tick one of these two options:

<input type="checkbox"/>	I am not paying contributions to other pensions arrangements.
<input type="checkbox"/>	I am paying contributions to another pension arrangement and enclose details. I acknowledge this may restrict the amount that can be deducted in AVCs.

Signed

Date