



Additional Voluntary Contributions (AVCs) form

(Please complete in BLOCK Capitals)

This form is for either:

- requesting a quote to see the difference that paying AVCs could make to your pension at retirement (go to section 2),
- OR**
- notifying the Pensions Team that you would like to start paying AVCs (go to section 3 or 4).

1. Your details

Surname		Title (e.g. Mr, Mrs, Dr)	
Forename(s)		Date of birth (DD/MM/YY)	/ /
ID number from your staff card (if known)			

2. I want to receive a quote for (tick all that apply)

paying regular AVCs of £ a month starting from (MM/YY) /

making a one-off AVC payment of £ in (MM/YY) /

3. I want to start paying regular monthly AVCs of

£ a month starting from (MM/YY) /

4. I want to make a one-off AVC payment of

£ in (MM/YY) /

Please note that we must receive your form **by the end of the month before you want to start paying AVCs.**

Please allow up to 10 working days for your quote to be processed.

I confirm that I would like to receive an AVC quote and/or start paying AVCs as indicated above. If I have indicated I would like to start paying AVCs or make a one-off payment, I confirm that the amount will be deducted from my salary in the month(s) shown above.

Signed	Date
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If you decide at a later date to change the amount of AVCs you pay, please complete a new AVC form.

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