
IMPERIAL TOBACCO PENSION FUND

ELECTION FORM TO MAKE A ONE-OFF LUMP SUM ADDITIONAL VOLUNTARY CONTRIBUTION (AVC) TO THE DEFINED CONTRIBUTION (DC) SECTION OF THE FUND

This form should be returned to **Bristol.Payroll@uk.imptob.com** to process. Please copy **Pension.Enquiries@uk.imptob.com** for information as well.

Your AVCs will be invested in line with your current contributions to the DC Section. If you would like to change how your contributions are invested, please log into your Legal & General (L&G) account.

Personal details

Full Name	
Date of Birth	
National Insurance number	

One off AVCs

I wish to make a one-off lump sum contribution of £_____ from my salary in _____ (month & year).

A separate form should be completed for each one-off lump sum AVC you wish to make however it is not possible to make regular fixed amount AVCs each month. Regular payments must be expressed as a percentage of salary and you must request this change in the Benefits area of your Workday record. **AVC requests received after the 3rd day of the month will be processed in the following month.**

The payroll team will review the lump sum AVC amount. If the one-off amount breaches minimum wage requirements, you will need to reduce the amount of AVCs you wish to make. If the payment you wish to make is too large to be processed through payroll then it is possible to make payment direct to L&G. If you pay AVCs this way then you will have to claim the tax-relief due on the contribution from HM Revenue & Customs. If you wish to make an AVC payment direct to L&G please contact the L&G helpline on 0345 070 8686 for details of how to do this.

The maximum amount of tax-free pension savings you can make in a tax year is restricted by the Annual Allowance, which is set by the government and is currently £60,000 (although it will be lower for individuals with total taxable income and pension savings of £260,000 or more). You are able to carry forward any unused Annual Allowance from the previous three tax years into the current tax year. Please note that the Company's contributions count towards your Annual Allowance. Pension savings in excess of the Annual Allowance are subject to income tax at your highest rate and you will be liable to pay this tax. If you have any concerns over whether you have sufficient scope to pay AVCs within the Annual Allowance regulations or you think you may have a reduced Annual Allowance because of your taxable income please contact Imperial's Pension Fund Office at pension.enquiries@uk.imptob.com.

Signature: _____ Date: _____

PO Box 3242, Winterstoke Road, Bristol BS3 9GY
Tel: 0117 953 0000 Fax: 0117 963 2860