

# JSS Pensions Administration

Polaris House North Star Avenue Swindon Wiltshire SN2 1UY

## Application to buy Added Pension: CLASSIC, CLASSIC PLUS, PREMIUM

Full Name (BLOCK LETTERS)	Employer	Date of Birth
National Insurance or Pension Scheme No.		

### Buying by Monthly Contributions - this application REPLACES any existing instruction

I wish to buy added pension by paying  Fixed amount from my salary (min. £10 per month)  
**OR**  % from my salary (min. equivalent to £10 per month)

**Note:** Monthly contributions must start from 1 April.

I wish to contribute:

For 12 months (1 year)

For more than 1 year - for \_\_\_\_\_ years

Until I decide to cancel in writing

### Buying by Lump Sum Contribution

Please tick one option and complete relevant fields. I wish to buy added pension:

via payroll, by paying a lump sum of \_\_\_\_\_ from \_\_\_\_\_ pay (state month)

by cheque, by paying a lump sum of \_\_\_\_\_ Cheques should be made payable to RCPS

by bank transfer, paying a lump sum of \_\_\_\_\_

If you choose this option we will contact you with the bank details.

If you want to buy your added pension other than through your salary, your contributions will **not** get automatic tax relief. To get tax relief you will need to tell HM Revenue and Customs about your lump sum by making a tax return for the year in which you are buying added pension by lump sum.

**I understand that I must not use a lump sum from a previous pension scheme to buy added pension and that I may incur a tax charge if I increase my pension savings, in any one year, over the Annual Allowance set by HM Revenue and Customs (£60,000 with effect from 6 April 2023).**

Signed ..... Date.....