

# JSS Pensions Administration

Polaris House North Star Avenue Swindon Wiltshire SN2 1UY

## Application to buy Added Pension: NUVOS scheme

<b>Full name(BLOCK LETTERS)</b>	<b>Employer</b>	<b>Date of Birth:</b>
<b>National Insurance or Pension Scheme No.</b>		
I wish to buy added pension for:		
Myself only	<input type="checkbox"/>	<b>Please indicate choice</b>
<b>OR</b> Myself and dependants	<input type="checkbox"/>	
<b>Buying by monthly contributions - this application REPLACES any existing instruction</b>		
I wish to buy added pension by paying		Fixed amount from my salary (min. £10 per month)
	<b>OR</b>	% from my salary (min. equivalent to £10 per month)
Note: Monthly contributions must start from 01 April unless you are within three months of joining the scheme and once set up they must be paid for the full scheme year and not cease before 31 March unless leaving the scheme.		
I wish to contribute :		for 12 months (1 year)
Start date for contributions (if within three months of joining)		
<b>Buying by lump sum contribution - not available in first 12 months of employment</b>		
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		
The cheque 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 <b>not</b> 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.		
<b>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).</b>		
<b>Signed .....</b>		<b>Date.....</b>