

Please complete this form in BLOCK CAPITALS and return to Pearson People Services (PPS) via myHR ticket.

Personal information

Surname (Mr, Mrs, Miss, Ms, Other)		Forename(s)	
Date of birth		National Insurance number	
<p>If you wish to select a retirement age other than age 62 for illustrations in respect of your AVCs and, if you are invested in one of the lifecycle options, for the automatic fund switching process, please confirm your selected retirement age (SRA).</p> <p>This can be at any time between the ages of 55 and 75: <input type="text"/></p>			

Amount of AVCs

I wish to begin/increase/reduce (delete as appropriate) my AVCs as shown below:

Regular contributions per month: <input type="text"/> or: <input type="text"/> of pensionable salary
Please begin/increase/reduce my regular contributions from: Month <input type="text"/> Year <input type="text"/>
Non-regular contribution (in addition to any regular contributions): <input type="text"/>
Please begin deduction of my non-regular contribution over <input type="text"/> month(s) commencing from: Month <input type="text"/> Year <input type="text"/>
<p>AVCs may only be deducted via payroll (cheque payments are not accepted). If you wish to make a large non-regular contribution which exceeds your gross monthly pay, you will need to spread this over more than one month.</p> <p>Please note that before deciding to make/amend AVCs we would recommend that you check your Annual Allowance, Lifetime Allowance limits together with the Plan Earnings Cap. You can find further information about the Annual Allowance and the Lifetime Allowance on the Plan website at www.pearson-pensions.com or the HMRC website http://www.gov.uk/tax-on-your-private-pension</p>



Additional voluntary contributions (AVCs) Application form

Investment selection

Unless you have previously selected your AVCs funds, your AVCs Pension Pot will be automatically invested in the cash lifecycle option. If you do not wish to remain in the cash lifecycle option you can select alternative funds by accessing the 'Update investments' function available on the Aviva membersite at www.aviva.co.uk/membersite

Signature	Date
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Please return this form to Pearson People Services (PPS) before the start of the month in which payroll deductions are to begin/alter.

Internal use only

I confirm that the attached member instruction has been authorised to payroll.

Signature of authorised official
Print name

The Trustee, as the controller under the EU General Data Protection Regulation, uses certain personal information about you to (amongst other reasons) communicate with you and administer your benefits in the Plan. Your information is shared with the Plan's administrators, other providers of services to us, and public bodies such as Her Majesty's Revenue and Customs. For more detailed information on how we use and disclose your information, the protections we apply, the legal bases we rely on and your data protection rights, please see our privacy notice at www.pearson-pensions.com/privacy-policy. If you would like a copy of our privacy notice to be sent to you, please contact the pensions helpline.