

# Start Additional Voluntary Contributions



You must be a member of Pace DC to make additional voluntary contributions. Please refer to the Pace DC additional voluntary contributions (AVCs) fact sheet for more information.

This form can be used to set up regular additional voluntary contributions or a one off lump sum contribution. If you would like to do both, you will need to complete this form and then the 'Change or stop your Additional Voluntary Contributions' form.

**Please do not complete this form if you would like to pay a one off lump sum contribution from a severance/compromise agreement. Instead, please speak to your HR representative.**

If you wish to change your existing regular additional voluntary contributions, please use the 'Change or Stop your Additional Voluntary Contributions' form.

Please complete in **BLOCK CAPITALS**:

Employee number

Ni number

Surname

First name(s)

Email address

You can start paying regular additional voluntary contributions by setting up a regular contribution to be deducted from your salary each pay period or you can pay a one off lump sum contribution from your salary in the next pay period. Please note that additional voluntary contributions are not taken via salary sacrifice. If you would like to make contributions via salary sacrifice you can do so up to a maximum of 8% of your salary by completing the 'Change Contribution Rate in Pace DC' form.

Please select which you'd like to do below.

I'd like to start paying additional voluntary contributions by setting up a regular amount each pay period.

I'd like to pay a one off lump sum contribution from my salary at the next pay period. (Please do not complete this form if you would like to pay the one off lump sum contribution from a severance/compromise agreement.)

**If you are unsure of payroll cut off dates please contact Payroll at [hrrsupport@co-operativebank.co.uk](mailto:hrrsupport@co-operativebank.co.uk) to ensure your payment is deducted from your correct pay date.**

Total contribution

£

It is your responsibility to check that by making additional voluntary contributions, this doesn't take you over the annual allowance limit. Details can be found in the Pension Tax Rules fact sheet.

Please indicate below if you wish to invest 100% of the above contribution into one of the Target options – Target: Lump Sum, Target: Secure Income or Target: Flexible Income. There is more information about these options in your Fund Guide for members of the DC section of Pace. If you choose to invest in one of the Target options **you must invest 100% of your contribution** and it is not possible to split your investment.

If you choose not to invest in one of the three Lifestyle Funds and want to split your investment instead, please select the option(s) you'd like to invest in below by entering a percentage next to each one you choose. You can select up to six investment options. The total of all percentages must equal 100%\*.

Fund	Percentage %
Pace Growth (Shares) Fund (BVM3)	
Pace Growth (Mixed) Fund (BVL3)	
Pace (Ethical Shares) Fund (BVP3)	
Pace Pre-retirement (Inflation-Linked) Fund (BVP3)	
Pace Pre-retirement Fund (BV03)	
L&G Cash Fund (EAB3)	

I wish to invest 100% into Target: Lump Sum  
 I wish to invest 100% into Target: Secure Income  
 I wish to invest 100% into Target: Flexible Income

\*Please ensure that the total percentage equals 100%, otherwise the process of your application may be delayed.

I understand that by completing and submitting this form, I'm agreeing to change my pension contributions and therefore agree to any corresponding deduction from my salary.

**Please note that if there is any conflict between the information contained in or contribution rates implied by this form and the Pace Rules, the Rules will be overriding.**

If you have any questions please contact the Pace DC helpline on 0345 070 1148.

Signature

Date

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**Please email this form to [hrsupport@co-operativebank.co.uk](mailto:hrsupport@co-operativebank.co.uk), or post it to:  
 Co-operative Bank People Team, 5th Floor, 1 Balloon Street, Manchester, M60 4EP.**