

# Change or Stop your Additional Voluntary Contributions

Please complete all the fields below if you'd like to make changes to your Pace DC regular additional voluntary contributions.

- Change your regular additional voluntary contributions.
- Pay a one off lump sum contribution.
- Stop your regular additional voluntary contributions.

Please complete in **BLOCK CAPITALS**:

Employee number

NI number

Surname  First name(s)

Email address

## Change your additional voluntary contributions

Select the change you'd like to make to your regular additional contributions. Please note that additional voluntary contributions are not taken via salary sacrifice. If you would like to make contributions by 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.

I'd like to change the value of my regular additional voluntary contribution.

I'd like to pay a one off lump sum contribution.

**Please note:** The amount you enter in the box below will be the new regular additional voluntary contribution that will be taken from your salary or the one off lump sum contribution. This new regular additional voluntary contribution or one off lump sum contribution will be taken at the next available payroll date.

Total contribution

£

Your contribution(s) will be invested in your existing fund selections. If you'd like to make a change to your investments please log into 'Manage Your Account'.

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.

### Stop your additional voluntary contributions

Please indicate below that you wish to stop your additional voluntary contributions to Pace DC. This will be effective from the next available payroll run.

I confirm that I wish to stop making regular additional voluntary contributions to Pace DC.

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

**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.**