

EasyBuild Stakeholder Pension Scheme Payroll Deduction Form



Boost your retirement savings.

Even a modest sum each month can make a big difference to your income when you retire. And the sooner you start saving, the more time your pension has to grow. Just let us know how much you want to save by completing this form and returning it to your employer. Your contributions will be taken straight out of your pay packet.

How much do you want to save towards your retirement?

Please select **one** of the following:

	Amount
1. Weekly / Monthly (please delete as appropriate) fixed contribution.	£
2. Percentage of your total pay (basic pay plus bonuses, commission, overtime or similar payments).	%
3. Percentage of your basic pay (does not include bonuses, commission, overtime or similar payments).	%

Please **start/increase** my contributions from date:
(Please delete as appropriate)

Your details

Title (Mr/Mrs/Miss/Ms) Surname

Forename(s)

Address

Town County

Post Code Works payroll number

National Insurance No. Date of Birth

You can also make lump sum payments at any time, please contact B&CE on **0300 2000 555** for details.

Alternatively, post a cheque to B&CE, made out to B&CE Insurance Ltd to the address shown in the footer on the form, with your National Insurance Number written on the reverse.

Please make sure you complete both sides of this form and pass to your Employer.

Instructions to Employers

You need to let us know how much your employee wishes to invest in their EasyBuild pension by taking the following steps:

1. On receipt of this form, set up the amount to be deducted on your payroll system (or for increase in contributions, simply amend the previous contribution amount).
2. Then make the amendment to your relevant payment schedule, use a change code 'P' from the start date. The payment schedule you need to amend will be dependent on the date the employee has requested the contributions or increased contributions to start from. Deductions must be made after tax.
3. This form shows the amount that your employee wishes to pay into EasyBuild via payroll deduction and supersedes any previous instructions.

Please don't send this form back to us. Please keep it with your employee records for a minimum of 6 years after the final deduction as it may be required for inspection by HMRC.

Your obligations concerning payroll deductions are shown in HMRC's A Guide for Employers which can be obtained from them by calling 08457 646646.

Declaration

4. I have been provided with the EasyBuild Product Guide and Key Features. I am satisfied that a stakeholder pension is suitable for me.
5. I authorise my employer to deduct contributions from my pay and forward them to the B&CE EasyBuild stakeholder pension scheme. I give permission to my employer to keep this form and pass it on to B&CE if necessary.
6. I confirm that the total contributions into this and any of my other pension arrangements do not exceed the maximum allowable for income tax relief by HM Revenue & Customs (HMRC). For further details, please read the EasyBuild Product Guide and Key Features.
7. I am employed paying UK income tax or a resident in the UK for part of the tax year.
8. To the best of my knowledge and belief the information I have given on this form is true and complete.

If any of the above circumstances change, I will let you know within 30 days. I have not asked for nor received any advice from B&CE. I have read and understood the above conditions and agree to be bound by the terms of the Policy. I am eligible to participate in this scheme.

Signature:

Date:

Up to age 75, we claim tax relief back for you on your contributions at the basic rate and this form acts as an application to HMRC for us to claim tax back on your behalf. It is a serious offence to make false statements and HMRC has the right to prosecute you if you do so.

Please give this form to your employer (you may wish to keep a copy).



B & C E Insurance Limited
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