

LGPS AVC amendment form

How to fill out this form

Please use black ink and CAPITAL LETTERS or tick ☒ as necessary.

Any corrections must be initialled; do not use correction fluid. This form is also an editable PDF and can be filled out digitally.

About this form

Before you fill in this Local Government Pension Scheme (LGPS) Additional Voluntary Contributions (AVC) amendment form, you need to read your:

- Key features
- Fund guide
- Key features illustration
- Client agreement

They have important information about the risks, benefits, costs and charges of the product and the funds to help you make your decisions. You'll find copies at pru.co.uk/localgov

If you're already paying AVCs and you've changed your employer, you may need to fill in a new application form.

If you're paying for life cover with Prudential and you want to amend it, please call our support team, who will send you a form. You will find the contact details under our address on the second last page.

Please confirm your employer and payroll providers name and address along with your pay frequency – **if the information you provide is incorrect it may delay us setting up your plan.**

About you

Title	Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other <input type="text"/>
First name	<input type="text"/>				Address (including postcode)
Last name	<input type="text"/>				<input type="text"/>
Gender	Female <input type="checkbox"/>	Male <input type="checkbox"/>	Phone number		
Date of birth	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>				<input type="text"/>
National Insurance (NI) number	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>				Email address
Nationality	<input type="text"/>				2nd Nationality (if applicable)
	<input type="text"/>				<input type="text"/>

Where you work

What is your occupation	Occupation Sector/Industry
<input type="text"/>	<input type="text"/>
Occupation examples: Teacher, Sales, Engineer, Project Manager	Industry example: Primary education, Construction of commercial buildings, Banking
Your LGPS/Administering Authority name	Your payroll provider name
<input type="text"/>	<input type="text"/>

Occupation is an industry requirement.

Where you work – continued

Your employer's name

Your employer's address (including post code)

Your payroll provider address (including post code)

Your annual gross pensionable pay

£

Age you expect to start taking your benefits

Your contributions

Before you tell us how you're amending your contributions

Before you tell us how you're amending your contributions, we need to know if you've taken benefits from other pensions. This is because you may have triggered the Money Purchase Annual Allowance (MPAA) when you took these benefits. Your pension scheme or provider will have told you if you've done this. To find out more, please read the 'Important information about pensions allowances' leaflet in your joining pack or at pru.co.uk/localgov or speak to your financial adviser.

Has your pension scheme or provider told you that you've triggered the MPAA?

Yes

☐

No

☐

If 'yes', please give the date

D	D	M	M	Y	Y	Y	Y
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How often are you paid at the moment? We'll take your contributions as often as you're being paid.

Weekly

☐

Fortnightly

☐

Four-weekly

☐

Monthly

☐

Your maximum contribution levels

Up to 100% of your pensionable pay after deductions such as National Insurance and your main LGPS contribution are taken.

If you pay salary sacrifice shared cost AVC payments, your salary sacrifice payments cannot cause your annual pay to fall below the National minimum Wage / National Living Wage. However, you might be able to increase your employee contribution alongside this – you will need to pay at least £1.00 per pay period (weekly, monthly). Which will be deducted from your salary before tax as an employee contribution for each salary payment made to you. The remainder will be paid as an employer contribution and your pay will be reduced by the same amount through salary sacrifice. If you need more information on this, please contact your employer.

My **existing** regular contributions from my salary are **EITHER** % of pensionable pay **OR** £ gross

My **new** regular contributions from my salary should be **EITHER** % of pensionable pay **OR** £ gross

AND/OR

I want to pay a lump sum of £ gross from my salary over months

Each contribution amount is taken from your pay before it's taxed, and we'll invest the full amount. The UK Government limits the amount that can be contributed every year into pension schemes before incurring tax penalties. To find out more, please read the 'Important information about pensions allowances' leaflet in your joining pack or at pru.co.uk/localgov

How you want to invest your money

First we need your investment instruction by choosing one of the options below

Invest your new contributions in the same funds and proportions as your existing contributions

☐

Carry on to the next section of this form

Invest your future contributions into different proportions and/or different funds

☐

Fill in A) Investment allocation of future contributions

Switch your existing investment and new contributions into different funds

☐

Fill in B) Switch of existing investment

Now before you allocate your future contributions or switch your existing investment, have a look at the fund guide in your joining pack or at pru.co.uk/localgov to find out more about:

- the funds you can choose from
- any default investment option
- any lifestyle option(s)

A) Investment allocation of future contributions

1. Range of funds option

Let us know below the funds you want to invest your future contributions into and percentage of your contribution for each fund. And the total must add up to 100% and there's a limit of 20 funds.

If you've not told us your investment choice before, your future contributions will be invested in your plan's default investment option, where available. Have a look at your Fund Guide to see if there's a default investment option. This option isn't a recommendation by Prudential and you should choose funds to suit your needs.

Investment fund	Regular payments %	Lump sum payments %
	%	%
	%	%
	%	%
	%	%
	%	%
	%	%
	%	%
	%	%
	%	%
	%	%
	%	%
	Total 100%	Total 100%

2. Lifestyle option

If your scheme has a lifestyle option, and you choose it, your existing investment and your future contributions are 100% invested in the lifestyle option. This won't apply to any money you already have in the With-Profits Fund unless you ask us to. If you choose the lifestyle option, you can't choose the range of funds option above.

Name of your chosen lifestyle option

Note: if some or all of your existing investment is in the With-Profits Fund, you need to tell us whether you want to switch those investments to your chosen lifestyle option too.

No ☐ Your existing With-Profits Fund investment will remain and the remainder of your existing investment will be switched to your chosen lifestyle option.

Yes ☐ 100% of your existing With-Profits Fund investment will be switched to your chosen lifestyle options and a Market Value Reduction may be applied. Have a look at your key features document and your fund guide for more information.

How you want to invest your money – continued

B) Switch of existing investment

Let us know below the fund(s) you want to switch to and the percentage of your contribution for each fund after you've read your Fund Guide. There's a limit of 20 funds and the total must add up to 100%.

If you don't tell us the percentage of the investment to be applied to the new fund(s) then we'll split the amount available for the investment equally between the fund(s) selected.

Any instructions received before noon will normally receive the price calculated at noon that day.

Any instructions received after noon will normally receive the price calculated at noon on the following working day.

A switch from the With-Profits Fund may be subject to a Market Value Reduction. Have a look at your key features document at pru.co.uk/localgov to find out more.

Here's an example to help you. A customer wants to transfer 50% of the money they have in the UK Equity Fund to the Cash Fund and the With-Profits Fund. 25% is to be invested into the Cash Fund and 75% into the With-Profits Fund.

Investment fund	% of existing investment to be switched	Fund(s) into which investment is now to apply	% of amount being switched to apply to each new fund
UK Equity Fund	50%	Cash Fund	25%
		With-Profits Fund	75%
			Total 100%

Investment fund	% of existing investment to be switched	Fund(s) into which investment is now to apply	% of amount being switched to apply to each new fund
			Total 100%

About your personal information and how we use it

For a copy of our latest Data Protection Notice, please visit pru.co.uk/mydata-cp. This details how and why we use your personal information (including any sensitive personal information), who we may share it with and your rights around your personal information. Alternatively, you can request a hard copy to be sent to you by writing to The Data Protection Officer, Customer Service Centre, Lancing BN15 8GB.

Please note that we collect personal information from you that is necessary for us to either provide you with the product or service you've requested or to comply with statutory or contractual requirements. Unfortunately if you don't provide all of the information we require this may mean we are unable to provide our products and services to you.

Important notice

For your own benefit and protection, you should read the following statements carefully before submitting your application. If you do not understand any point, please ask for further information.

By signing and returning this application, you:

- confirm that you're a contributing member of the Local Government Pension Scheme (LGPS).
- authorise the deductions from your earnings of the AVCs specified in this AVC amendment form.
- declare that the total of your deductions doesn't exceed the contributions limit set out in the Key Features document.

Neither the LGPS Administering Authority, nor employers, accept responsibility for the accuracy or otherwise of any statements or representations made in Prudential's literature.

Because individual circumstances vary, before starting your AVCs, you should consider whether AVCs are the appropriate savings vehicle for you. You may want to get independent advice on whether it's right for you.

Because the plan is a way of investing money in order to provide benefits later in life, those benefits will depend on the contributions paid, how long contributions have been invested, the performance of the investments, any charges taken and, on the annuity rates at retirement (if you choose to take an annuity). Neither the LGPS nor Prudential can guarantee that any particular level of benefit will be available to you.

Before submitting this application, you should make sure you've read the information above and your Key Features, Fund Guide, Key Features Illustration and Client Agreement documents. If there's anything in these that you don't understand, you should ask for more information.

Your signature

Date

D	D	M	M	Y	Y	Y	Y
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Print your full name (in CAPITAL LETTERS)

When you've finished the application, please post it to us at:

Prudential
Lancing
BN15 8GB

Your fund value can go down as well as up and you may not get back the amount you invested.

The AVC arrangements are governed by, and any benefits which become payable, will be paid in accordance with, the LGPS regulations. You can get information about your scheme regulation from your main scheme administrator.

There may be a number of alternative ways of saving for later life including the other options for which you are eligible within the LGPS. For information about these options, you should contact your main scheme administrator. It may also be possible for you to pay contributions to another registered pension scheme.

Re-investing a tax-free lump sum, either directly or indirectly, from another pension arrangement into this AVC plan (known as 'recycling'), either as regular or single premium payments, means you could be liable to an unauthorised payment charge from HM Revenue and Customs (HMRC). If you think you could be affected, please speak to a financial adviser.

You can contribute into your AVC plan until age 75 as long as you remain a contributing member of the LGPS.

Once you sign and return your application you won't be able to cancel your AVC plan and receive a refund of your contributions. However, you can reduce or stop your contributions at any point in the future. If contributions stop, charges will continue to be deducted.

Get in touch

For information about AVCs go to pru.co.uk/localgov

For general enquiries about an existing AVC plan, call our support team on **0345 600 0343**. Lines are open Monday – Friday, 8.30am – 6.00pm. We might record your call for training and quality purposes.

