

## RNLI Group Personal Pension plan

### Additional payments to your Group Personal Pension Plan – April 2024

If you are a Salary Exchange member, there are restrictions on when you can change your pension arrangements via the RNLI. However, you can make additional payments to your RNLI UK Group Personal Pension Plan at any time via Aviva.

The minimum additional one-off contribution that Aviva will accept is £20.

You need to send the payment directly to Aviva. Aviva will get basic rate tax relief (20%) back from HMRC and add it to your pension pot. If you are a higher rate tax-payer, you can claim the difference between normal rate tax (20%) and higher rate tax (40%) from HMRC either on your annual tax return or ask HMRC to adjust your tax code.

There is an **Annual Allowance**, set by HMRC, on the maximum you can save into pension plans. The Annual Allowance will vary, depending on your earnings, whether you have Defined Benefit pension benefits and whether you have triggered the Money Purchase Annual Allowance by taking Defined Contribution benefits by using flexibility. The limits are confirmed on HMRC's website:

For further information on the Annual Allowance:

<https://www.gov.uk/tax-on-your-private-pension/annual-allowance>

*You need to count the RNLI's and your own contributions to all pension schemes when you work out how much you have saved into pensions annually.*

**If you make an additional payment to your Group Personal Pension Plan, it is a voluntary contribution and is not matched by an additional contribution from the RNLI.**

You can either send a **cheque**, payable to --'Aviva':

If you send a cheque, please enclose a covering letter confirming the following:

The RNLI scheme number (F67299), your \*Aviva membership number

Your name and signature.

Your National Insurance number, date of birth and home address, so that Aviva can allocate the payment to your pension fund without any delay.

The money will be invested in your current investment fund. If you have selected more than one investment fund, you will need to specify in the letter which fund you want your additional payment to be allocated to.

The cheque and letter should be posted to: **Aviva, PO Box 1550, Salisbury, SP1 2TW.**

Or, you can send a payment by **bank transfer** to Aviva:

**Bank:** HSBC

**Account name:** UK LAPSO

**Sort code:** 40-02-50

**Account number:** 21265490

**Reference Number:** scheme/employee reference and employee National Insurance Number

Having made the bank transfer, you must confirm in writing by letter to **Aviva, PO Box 520, Salisbury, SP1 2TW** or email **gm-schenq1@aviva.com** with the following information:

The RNLI scheme number (F67299), your \*Aviva membership number.

The total amount of payment.

When Aviva can expect to receive the payment.

Confirmation of the method of payment.

The money will be invested in your current investment fund. If you have selected more than one investment fund, you will need to specify in the letter/email which fund you want your additional payment to be allocated to.

*If you write or email Aviva to let them know that an additional payment is to be made you will need to include the RNLI scheme number (F67299) as well as your \*Aviva membership number.*

*\*Your Aviva membership number appears on your pension paperwork from Aviva, immediately after the RNLI scheme number e.g. F67299/000*

**Note: If the BACS transfer is from the member's personal bank account, no further money-laundering checks will be required.** However, should a third party (other than the member or RNLI) want to pay into a member's policy, Aviva will require identity verification documents for both the member **and** the third-party payer.

**Important:** If Aviva are not notified to whom a payment relates and cannot trace the payer, the payment will be refunded back to source.

**\*IF YOU LEAVE THE RNLI, AVIVA WILL WRITE TO YOU WITH A NEW SCHEME AND MEMBER NUMBER, AS YOU WILL NO LONGER BE PART OF THE RNLI'S GROUP PERSONAL PENSION PLAN.**