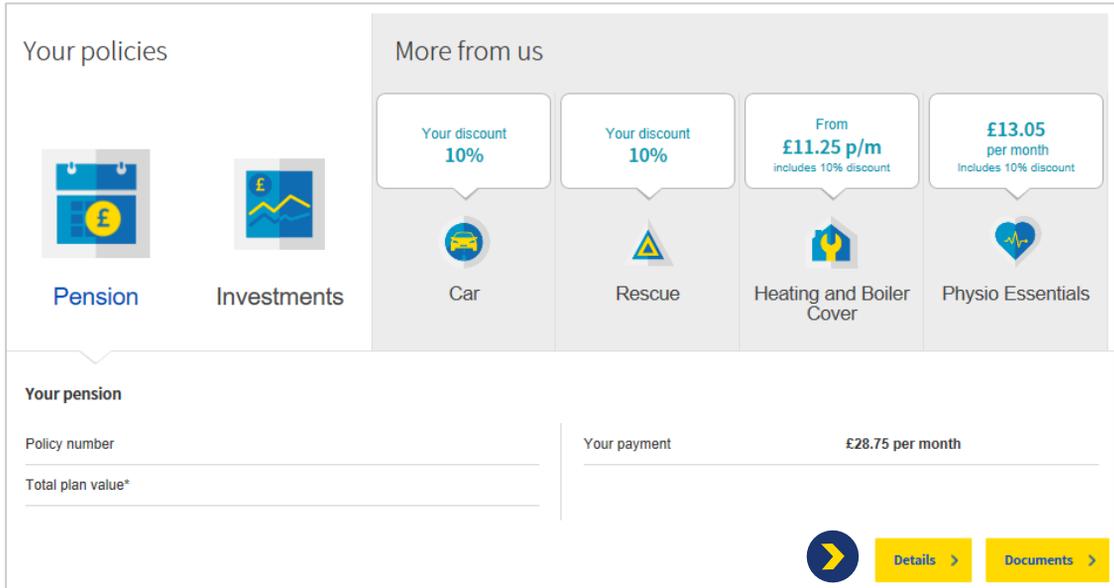


MyAviva

I want to Change my Regular Payment into Aviva

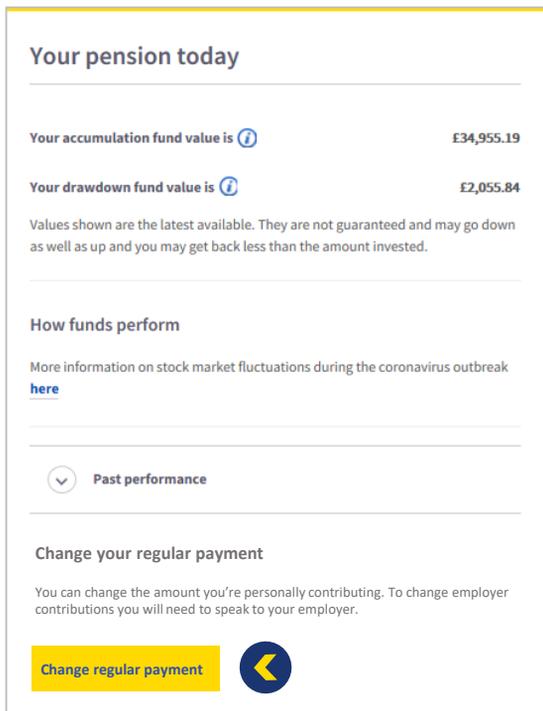
Once you are logged into your account, you will land on the main product screen; click the “Pension” icon.

From here, please click on the yellow “Details” button. If you have more than one pension, please be sure to select the pension you would like to amend.



The screenshot shows the MyAviva dashboard. On the left, under 'Your policies', there are icons for 'Pension' and 'Investments'. On the right, under 'More from us', there are four promotional cards: 'Your discount 10%' for Car, 'Your discount 10%' for Rescue, 'From £11.25 p/m includes 10% discount' for Heating and Boiler Cover, and '£13.05 per month includes 10% discount' for Physio Essentials. Below these, the 'Your pension' section shows a 'Policy number' field and a 'Total plan value*' field. To the right, it displays 'Your payment' as '£28.75 per month'. At the bottom right, there are three buttons: a blue arrow button, a yellow 'Details >' button, and a yellow 'Documents >' button.

This will take you to the main pension summary screen. In the “Your pension today” box select the “Change regular payment” button.

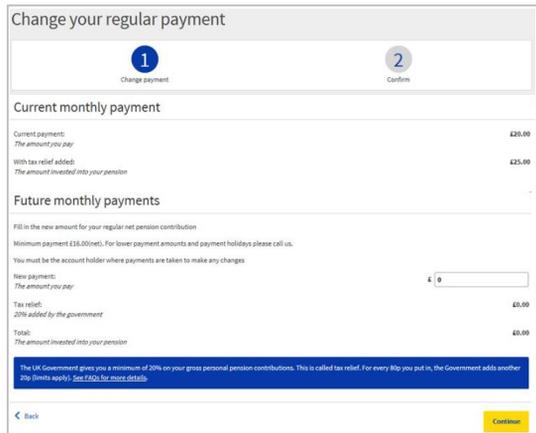


The screenshot shows the 'Your pension today' summary screen. It features two rows of data: 'Your accumulation fund value is £34,955.19' and 'Your drawdown fund value is £2,055.84'. Below this is a note: 'Values shown are the latest available. They are not guaranteed and may go down as well as up and you may get back less than the amount invested.' There is a section for 'How funds perform' with a link 'here'. A 'Past performance' section is partially visible. At the bottom, there is a 'Change your regular payment' section with a sub-heading 'You can change the amount you're personally contributing. To change employer contributions you will need to speak to your employer.' and a yellow 'Change regular payment' button next to a blue arrow button.

The new screen will be split into two sections.

The top section will confirm the current net and gross Employee/Personal contribution

The bottom section will confirm the minimum premium limit and have a field to enter a new premium.



The screenshot shows the 'Change your regular payment' screen. It has a progress indicator with '1 Change payment' and '2 Confirm'. The 'Current monthly payment' section shows 'Current payment: £20.00' and 'With tax relief added: £25.00'. The 'Future monthly payments' section has a text input field for the 'New payment: £ 0'. Below this, it shows 'Tax relief: 20% added by the government: £0.00' and 'Total: £0.00'. A blue banner at the bottom states: 'The UK Government gives you a minimum of 20% on your gross personal pension contributions. This is called tax relief. For every 80p you put in, the Government adds another 20p (minus your 2% Section 230E for more details)'. There are 'Back' and 'Continue' buttons at the bottom.

Enter the new net premium (the amount we'll take from your bank account) you wish to pay. The site will then confirm the gross premium (the amount plus tax relief). If you're happy with the amount click the “Continue” button.

Please scroll to page 2 of this document to continue the process.



MyAviva

I want to Change my Regular Payment into Aviva

Read the confirmation page and tick the box marked “I wish to proceed with these changes”, then click the “Continue” button to confirm.

Change payment 2 Confirm

Confirm your changes

Future monthly payments

New payment: <i>The amount you pay</i>	£20.00
With tax relief added: <i>The amount invested into your pension</i>	£25.00

ⓘ You are about to change your regular payment amount

Once you confirm the change, your request will be passed to our team to be processed. Until the change is processed, you'll continue to see the previous payment amount online.

We're currently processing changes within 3 weeks. If your next payment is due within this time, we'll collect the existing amount. Please contact us if this is not okay.

As soon as we make the change, we'll send you two letters. These letters may arrive separately.

- ▶ The first letter is about the change to your pension payments. Please keep this with your pension documents.
- ▶ The second letter tells you the dates of the next and future collections from your bank account and includes your Direct Debit guarantee.

The first collection of your new amount will be at least ten working days after the date of the second letter, in line with the Direct Debit rules.

You must be the person responsible for the bank account where these payments are debited.

I wish to proceed with these changes ⏪

⏩ Continue