

Notification of a change of circumstance



Please write in the boxes provided in **black ink** using block capitals. Please ensure the information you give us is correct as false statements can lead to prosecution by HM Revenue & Customs.

You must always complete sections 1 and 2. Complete the section(s) where your circumstances have changed and **sign** the declaration in section 8.

Any reference to 'spouse' in this form includes civil partners in a civil partnership registered under the Civil Partnership Act 2004.

If you want to restart your payments or change the level of payment you are making now, please complete a supplementary application form.

1. Plan details

Plan number

Name of group plan *if applicable*

2. Personal details

Title Mr Mrs Miss Ms Other (e.g. Dr)

Surname

Forename(s)

Address
 Postcode

Email

National Insurance Number

3. My employment status has changed

I am now: please tick one box

Employed Self-employed No longer in receipt of earnings

(i) Date your employment status changed

(ii) Do you want to continue your payments? No Yes

If 'No', date of last regular payment

If 'Yes', you can pay up to £3,600 a year even if you have no earnings (or 100% of earnings if greater).

Important notes

1. If your plan started before 6 April 2001 and you have waiver of contribution, this cover must stop if you no longer have earnings from employment or self-employment even if you continue your payments.
2. If your plan started before 6 April 2001 and you have life cover, this cover will normally stop if your regular payments stop. Please contact us for details on 0800 068 6800. Our opening hours are Monday to Friday 8am to 8pm, Saturday 8.30am to 5pm and Sunday 10am to 4pm. Calls may be monitored and will be recorded.

4. I have joined a new employer – You don't need to complete this section if you have a free-standing AVC plan.

(i) Are your payments to be paid from your employer's bank account? Yes No

(ii) Will your new employer be making payments to this plan? Yes No

If the answer to either or both of the above two questions is 'Yes', please provide the following information:

Employer name

Employer address
 Postcode

If your new employer is making payments to your plan or taking payments from your salary and passing them on to us, please complete a supplementary application form.

5. I am no longer a resident in the United Kingdom and do not have earnings which are subject to UK income tax

Date you left, or intend to leave, the United Kingdom (UK)

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Are you a Crown Servant or the spouse of a Crown Servant?

Yes

No

If 'Yes' you can continue your payments within the normal limits.

If 'No' you can continue your payments within the normal limits during the tax year that you cease to be a UK resident. In following tax years you may only make contributions if you were resident in the UK at some time during the five tax years immediately before that year and when you became a member of the pension scheme.

If you are able to make contributions you may only contribute up to £3,600 a year (or 100% of earnings if greater), within the time limits set out above. You must then stop paying unless you return to the UK, become a Crown Servant (or the spouse of a Crown Servant) or have earnings which are subject to UK income tax.

6. I am no longer a Crown Servant (or the spouse of a Crown Servant), am not resident in the UK and do not have earnings which are subject to UK income tax

Date you ceased, or intend to cease, being a Crown Servant
(or the spouse of a Crown Servant)

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You can continue making payments during the tax year in which you cease to be a Crown Servant (or the spouse of a Crown Servant). In following tax years you may only make contributions if you were resident in the UK at some time during the five tax years immediately before that year and when you became a member of the pension scheme. If you are able to make contributions you may only contribute up to £3,600 a year (or 100% of earnings if greater), within the time limits set out above. You must then stop paying unless you return to the UK, become a Crown Servant again (or the spouse of a Crown Servant) or have earnings which are subject to UK income tax.

7. I have an Aviva Your Pension Protector Policy which I took out in conjunction with my personal pension

My policy number is

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8. Declaration

Please read the declaration carefully and sign and date it in the space provided.

I declare that, to the best of my knowledge and belief, all the information given in this form is correct and complete.

I agree to inform Aviva if there are any further changes in my circumstances.

Signature

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Date

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9. Data Privacy

To learn about how Aviva processes Personal Information, please see our privacy policy at aviva.co.uk/privacypolicy. It's updated from time to time to take account of changes in our business activities, legal requirements and to make sure it's as transparent as possible, so please check back in to see the latest version. A paper copy can be provided on request by writing to: Data Protection Team, PO Box 7684, Pitheavlis, Perth, PH2 1JR

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