

# Making EasyBuild Contributions

## Payroll Deduction Form

**B&CE**  
Benefit Schemes

### Instruction to Employers – You need to inform B&CE by taking the following steps

- On receipt of the form, set up the amount to be deducted on your payroll system (or for increase in contributions, simply amend the previous contribution amount).
- 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.
- 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 HM Revenue & Customs (HMRC).

Your obligations concerning payroll deductions are shown in HMRC's A Guide For Employers which can be obtained from them by calling 08457 646 646.

### Employee Section

You can start making or increase your EasyBuild contributions directly from your pay. Please **complete this form and pass it to your employer.**

#### Your Personal Details

Title (Mr/Mrs/Miss/Ms)	<input type="text"/>	Surname	<input type="text"/>
Forenames (in full)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Address	<input type="text"/>		
	<input type="text"/>	Postcode	<input type="text"/>
National Insurance Number	<input type="text"/>	Works/Payroll Number	<input type="text"/>
Date of Birth (dd/mm/yyyy)	<input type="text"/>		

### Your Contribution

Please select **one** of the following:

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

You can also make lump sum payments at any time, please contact B&CE on **08457 414142** or **01293 586790** for details. Alternatively, post a cheque to B&CE, drawn in favour of B&CE Insurance Ltd with your National Insurance Number entered on the reverse.

To find out where your contributions are invested please see the key features document that we sent to you, or alternatively download an up to date copy from our website at [www.bandce.co.uk/documents](http://www.bandce.co.uk/documents). If you would like to change how your contributions are invested, please contact us on the above numbers.

### Your Declaration

1. I have been provided with the Key Features and Policy Conditions documents. I am satisfied that a stakeholder pension is suitable for me.
2. 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.
3. 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 see your Key Features document.
4. I am employed or self employed paying UK income tax or a resident in the UK for part of the tax year.
5. 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

(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, Manor Royal, Crawley, West Sussex, RH10 9QP**  
Tel 08457 414142 or 01293 586790 Fax 01293 586801 [www.bandce.co.uk](http://www.bandce.co.uk)

Registered in England No 3093365. To help improve our service, we may record your call. Provider of life assurance, pensions and accident insurance. Authorised and regulated by the Financial Services Authority.