

How to make a lump sum AVC

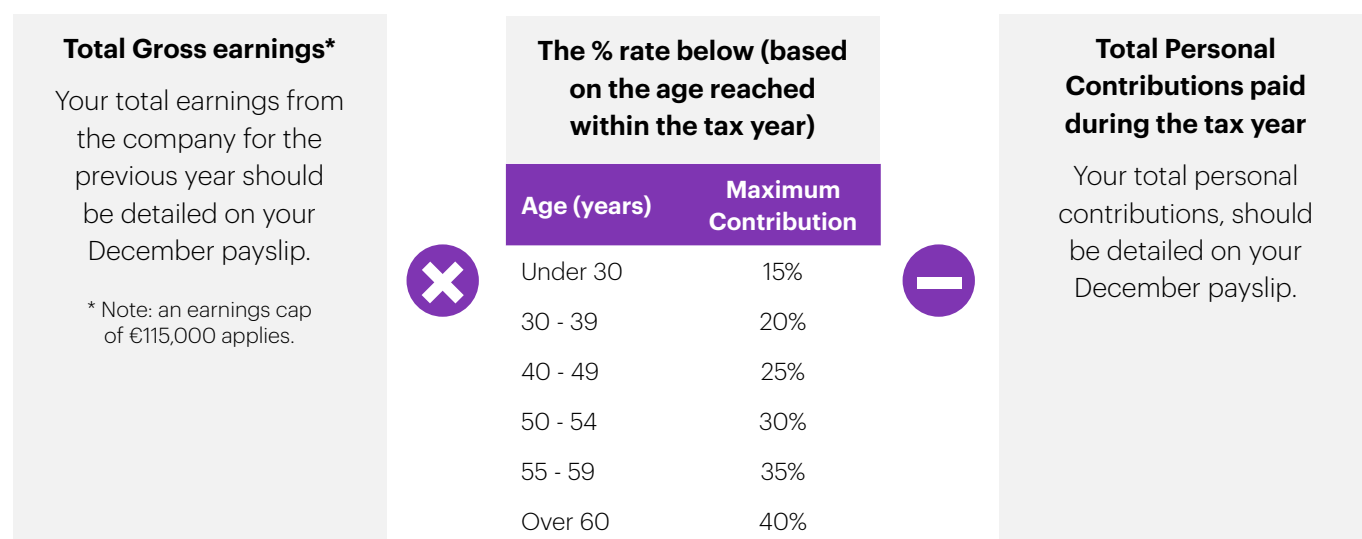
Lump sum Additional Voluntary Contributions (AVCs) are a simple and tax efficient way for you to save for retirement by offsetting the payment against your prior year's tax.

Lump sum AVCs can be made offsetting your previous tax year's tax any time before 31 October. Or, if you are using ROS (Revenue Online System) then the deadline will be advised by the Revenue each year (usually early November).

Process for making a lump sum AVC

Step 1. Check your tax relief eligibility and decide on the amount you wish to pay:

The scope for an AVC in respect of the previous tax year is as follows:



You can also review your total personal contributions in the previous tax year at any time by logging in to the pension portal <https://yourpension.willis.ie/>.

Step 2. Make a payment before the deadline:

Payments can be made to the following bank account:

Bank Account Name	Willis Human Capital & Benefits Ireland Ltd Client Asset Account
Bank Account Address	AIB Bank, Iveragh, Killorglin, Co Kerry
Sort Code	93-63-40
Swift Code	AIBKIE2D
Bank Account Number	03035239
IBAN	IE11 AIBK 9363 4003 0352 39

Please use the payment reference format below:

'Scheme Code – your Name'

e.g. 'LSI-12345-01 – Joe Bloggs' or 'IFG-12345-01 – Jill Bloggs'

The Scheme Code can be located on the 'My Contributions' section on the portal (<https://yourpension.willis.ie>) and is also visible on the footer of your annual benefit statement.

It is vital you use the reference format above to ensure we can identify your payment(s) and arrange investment.

Payments must be made from a bank account in your own name.

Step 3. Contact WTW and provide documentation

Once payment has been made you need to contact your administrator and IE-DCAdmin2@willistowerswatson.com and provide the following:

- **Confirmation of AVC lump sum amount(s) paid.**
- **Online banking screenshot(s):**
If you are making multiple payments – please send a screenshot for each one. The IBAN and Account number must be visible.
- **Copy of your bank statement:** Please provide a statement dated within the last 6 months for the bank account from where your AVC payment was made. The statement needs to show the account number, account holders name and current address. It does not need to show the AVC payment made, provided we can match the account details with the online banking screenshots. A copy of your statement is required for anti-money laundering purposes.

If you are making a payment from a Joint bank account, then we will also require the additional documents below:

- **Copy of photographic ID (Passport, Driver's License).**
- **Copy of a utility bill in your name.**

Step 4. WTW issue a receipt and invest your AVC

- WTW will send you a pension certificate (tax receipt) once all the documentation and payment(s) have been received.
- **You will need to submit a copy of the pension certificate if you make your tax return via ROS. Therefore, please ensure you provide WTW with notification of your payment and the required documentation as soon as possible and in advance of the Revenue deadline for submitting your tax return.**
- **If you are making your return close to the deadline and have not yet received your pension certificate from WTW, then you can still make your return by completing the 'Lump sum AVC Pension Declaration form' and submitting that as your pension certificate.**
- We will process the AVC on your member record and arrange for the money to be invested in line with your current investment strategy.
- When the money has been invested, the Investment Manager will issue their contract note and the units purchased by the AVC will be updated and visible on your online account. On completion of investment, a Statement of Reasonable Projections (SORP) showing the details of the AVC paid will be issued to your home address for your records.

Claiming your tax relief:

You **must** make your claim for tax relief in your personal tax return before the 31 of October (or a later date to be confirmed by Revenue if you file your tax returns through ROS).

Further information can be found at: <https://www.revenue.ie/en/self-assessment-and-self-employment/filing-your-tax-return/help-claiming-a-relief-for-pension-contributions.aspx>

Tax relief is not granted at source as it's paid outside the net pay arrangement. You must include the AVC in your tax return to get tax relief on it. You will not get tax relief on any amount paid over the maximum allowable request.

WTW are unable to provide tax advice.

Notes

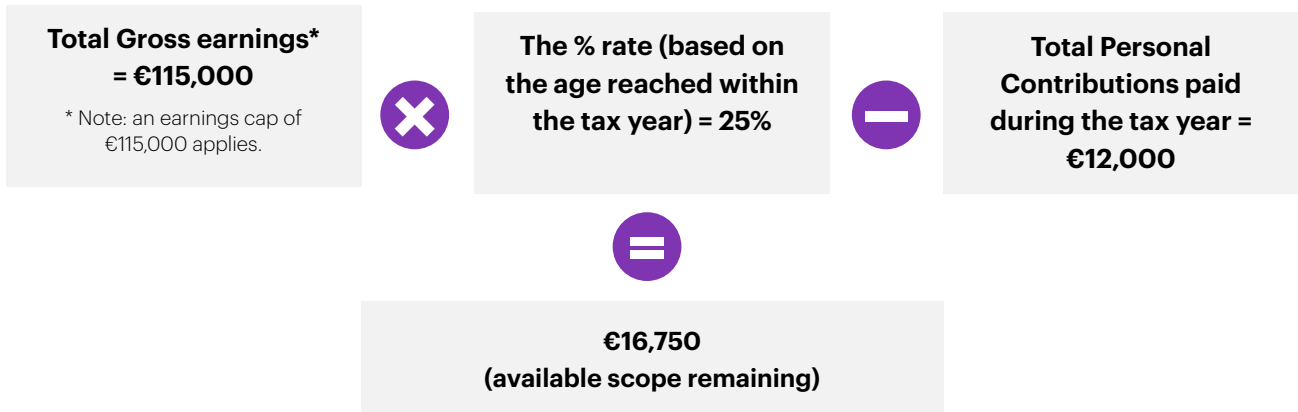
- Your AVC will be invested in line with your current investment strategy unless otherwise advised. If you would like to change this at any stage, you can log in to your member record and complete an investment switch online yourself. The Investment Guide provides full details of the investment strategy and investment funds choices available under the scheme.
- Please note that unfortunately we can no longer accept cheque payments.
- You will need to contact your HR/Payroll department if you would like to start paying regular AVCs, as these will be deducted from your monthly salary.
- The value of your investment may go down as well as up.
- If you make a lump sum AVC, then you will not be able to access the money until you retire.
- You must still be an active member of the scheme to make a lump sum AVC. If you have left service with your employer then you will not be able to make any further contributions.

Example Case:

Last year Joe Bloggs was 42 and earned €120,000, he personally contributed €12,000 to his pension scheme. As Joe is 42, the maximum contribution he can make is 25% of his earnings (which in this case needs to be capped at €115,000).

Joe decides to make an AVC of €10,000 and pays this to the Client Asset Account, immediately sending his WTW administrator an email confirming the amount paid and providing a screenshot of the payment (with the IBAN and account number visible) and a copy of his bank statement dated within 6 months.

WTW receive the payment and can verify the money has come from Joe's personal account from the documents provided.



Therefore the calculation would be:

WTW will provide Joe with a pension certificate in due course, Joe can upload this to ROS so he can make his tax return and claim the tax relief separately with the Revenue before the deadline (31 October or if you file through ROS the later date in November as advise by Revenue). If Joe made his payment close to the deadline and has not yet received his pension certificate, then he can complete the **'Lump sum AVC Pension Declaration form'** and upload this directly to ROS as the pension certificate.

WTW invest his AVC and once completed will send him an updated SORP.
