


Thank you for using the
British Airways Pension Giving Scheme.
Please return this form to:

British Airways Pensions
Whitelocke House
2-4 Lampton Road
Hounslow
Middlesex
TW3 1HU

British Airways Pension Giving Scheme

January 2009



British Airways Pension Giving Scheme

HOW TO GIVE TO THE CHARITY OF YOUR CHOICE – YOUR QUESTIONS ANSWERED

Why use the Giving Scheme?

It is the most simple and tax effective way to give. By filling out the attached form and returning it to British Airways Pensions you can be assured that your donation reaches the charity of your choice.

How is it tax effective?

The donation is taken from your gross pension; every pound that you give costs you only 80p (60p if you pay higher rate tax). If you decide to give £5.00 per month, it will only cost you £4.00 (£3.00 if you are a higher rate tax payer). You can choose how much you would like to donate to your charity each month.

How does the Scheme work?

British Airways Pensions sends your monthly donation to British Airways Plc's appointed handling agent. They distribute the money to the charities on your behalf. British Airways Plc pays all the handling and administration fees.

Is the Scheme flexible?

Yes, if you wish to change your donation - vary the amount, stop payments or change charities - simply print off a British Airways Pension Giving form from our website, www.mybapension.com (click on 'FORMS') and send it to British Airways Pensions. You can also write to us at the address on this leaflet. Instructions must be received by the 20th of the month before you want the change to take effect for your request to be actioned. Please remember to quote your pension number when writing.

How much can I give?

The minimum donation is £5 per month and there is no upper limit. You may donate to as many charities as you wish provided the minimum monthly donation to any one charity is no less than £1.

Who can I give to?

You can donate to any charitable or voluntary organisation in the UK which is recognised by HM Revenue & Customs (HMRC) and which has charitable status.

Please complete personal details in BLOCK CAPITALS

SURNAME:

FIRST NAMES:

PENSION NUMBER:

HOME ADDRESS:

POSTCODE:

EMAIL ADDRESS:

I would like to give tax-free from my pension to (name of charities):

1. _____ £

2. _____ £

3. _____ £

4. _____ £

Total deduction each month _____ £

- This is a new donation
 This will be added to any existing donation
 This replaces existing donations

DECLARATION: I confirm that my payroll giving donation will not be used in payment of a covenant or gift aid.

- I wish my charitable donation to be anonymous (by ticking this box your details will not be given to your charity beneficiaries)
 I do not wish my details to be passed on to other voluntary organisations.

Donations, once collected, cannot be refunded.

If there is a problem with your 'named' charity, your donation shall be paid to such other charity as has similar objectives - but you will be informed.

I authorise the Trustees of British Airways Pension Scheme to deduct the sum of the amounts shown above from my pension and to send it, via British Airways Plc's appointed Payroll Giving Agency, to the charitable organisation(s) I have chosen above.

SIGNED:

DATE:

Data Protection Act: British Airways Pensions will process the data provided solely for the purposes of administering the British Airways Pension Giving Scheme. This is done through British Airways Plc's appointed Payroll Giving Agency. Unless indicated otherwise your details will be passed on to your chosen charities.