

**BRITISH AIRWAYS PENSIONS  
ADDITIONAL VOLUNTARY CONTRIBUTIONS (AVC) OPTIONS FORM**

**You can use this form to start, change or stop the amount of AVCs you save during the year.**

Details of the BA AVC funds, including how much you can save and what you could get at retirement, can be found on this website [click on 'AVCs' in the top menu] and also in our [AVC Plan leaflet](#). Full details on BA's *SmartPension* and *SmartAVC* arrangements are also available on the BA intranet in the 'Reward@BA' section.

**Time limit for receiving instructions**

Instructions received by the 20th of the month will be effective from the 1st day of the following month. Instructions received after the 20th of the month will be effective from the 1st day of the next available month (unless you specify a future date).

**Your AVC saving options:**

	From (date)	I wish to save a percentage of salary of:	OR	I wish to save a fixed contribution Amount of:	OR	I want to Stop saving AVCs
<b>Start, change or stop saving AVCs from the 1<sup>st</sup> day of any future month</b>	1 <sup>st</sup> / ___ / ___ (MM) (YY)	_____ % (min 0.5% max 50%)	OR	£ _____ (min £2 per week/month)	OR	<input type="checkbox"/> (tick box if you wish to stop saving AVCs)

**Important note:**

Your AVC saving instructions are automatically treated as a *SmartAVC* instruction if you are making your APS Scheme contributions through BA's *SmartPension* arrangement. If you are not in *SmartPension*, either by choice or due to restrictions for the national minimum wage or because it would affect certain State benefits, your AVC instructions will default to normal AVCs. You do not make any NI savings with normal AVCs and they do not qualify for the extra NI savings amount from BA. If you want to save normal AVCs and do not want this instruction to be treated as a *SmartAVC* instruction please tick here:

**Your AVC investment options for future AVCs:**

	Equity Biased Fund (EBF)	Short-dated Gilts Fund (SGF)	Mixed Portfolio Fund (MPF)
Please invest all future AVCs in:	_____ %	_____ %	_____ %
Your investment choice must be expressed as a percentage and total 100%. You can invest all of your AVCs in one fund or you can split the investment between any of the three funds, (e.g. MPF 25%, SGF 50%, EBF 25%). To change how your existing AVC account balance is invested, complete and return the separate 'AVC investment switch form', available on the 'Forms' page of this website.			

**Authority & Declaration**

By signing this form I confirm that I have read the [AVC Plan leaflet](#), which explains the treatment of my AVCs in the event of any potential Scheme termination or wind-up in the future.

I agree that, unless I have elected to stop *SmartAVCs* or elected to pay normal AVCs, my contract of employment is varied by a reduction in my gross pay of the *SmartAVC* amount as indicated in the options above. BA will then credit an amount equivalent to the *SmartAVC* amount to my AVC account and will include an additional uplift, currently set at 10% of the amount of the *SmartAVC*. I understand that BA can amend the uplift rate from time to time and that, if I am starting *SmartAVCs* for the first time, this variation to my contract of employment will take effect from the last complete pay period **after** the 1st day of the month in which I have chosen to start *SmartAVCs*, subject to eligibility checks or other applicable terms and conditions in the *SmartAVC* Factsheet. I understand that if the *SmartAVC* option is withdrawn or I am not eligible for *SmartAVCs* due to any of the special circumstances set out in the *SmartAVC* Factsheet, my gross pay will be reinstated or maintained at the level prior to participation in *SmartAVC* and my *SmartAVC* election will be automatically converted to normal AVCs, which do not qualify for the additional 10% *SmartAVC* uplift. I agree to be bound by the provisions of the Trust Deed and Rules of the Airways Pension Scheme, as amended from time to time and the terms and conditions in the *SmartAVC* Factsheet [held on the BA intranet], as amended from time to time.

I authorise normal AVCs to be collected from my pay (if I am ineligible for or if I have elected not to save *SmartAVCs*) at the rate/amount specified above. I understand that if I am currently saving *SmartAVCs* and make an election to save normal AVCs; these will be in addition to my *SmartAVCs* unless I opt out of *SmartAVCs* using the opt out form on the BA intranet.

Signed \_\_\_\_\_ Staff No \_\_\_\_\_  
Name \_\_\_\_\_ Date \_\_\_\_\_

Please return your completed form to: **British Airways Pensions, PO Box 2074, Liverpool, L69 2YL**  
By fax to: **020 8538 2190** (this number is not on the BA internal network)