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| THE ITF RETIREMENT BENEFITS SCHEME |
| Additional Voluntary Contributions (AVC) Application Form (This form must be read in conjunction with the  Scheme Handbook and Legal & General’s Member Communication Factsheets) |

Use this form to authorise:  
- ITF to make AVC deductions from your pay.  
- The trustees of the ITF Retirement Benefits Scheme to invest your AVC contributions.  
  
Complete, sign, date and send this form to the Human Resources Director, using **one** of these methods:  
- Send a scan of the completed form from your ITF email address to **payroll@itf.org.uk** (emails from non-ITF email addresses will require further identity checks).  
- Send a paper copy of the completed form in a sealed envelope to: **Human Resources, International Transport Workers' Federation, ITF House, 49-60 Borough Road, London SE1 1DR** (it is recommended that you also send an email to **payroll @itf.org.uk** to confirm you have sent the paper copy).

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| --- | --- | --- | --- | --- |
| Surname |  | | Title |  |
| Forename(s) |  | | | |
| Date of birth |  | National Insurance Number |  | |

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| I wish to pay AVCs with effect from | / /  (insert the date as the 1st calendar day of the next month, except for exceptional circumstances) (dd/mm/yyyy) | until further notice. |
| I authorise the deduction of contributions from my pay as follows: (complete one of the options below) | | |

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| **Option A**: Percentage of Pensionable Salary of: | % |
| **Option B**: Level amount per month of: | £ |
| **Option C**: One-off payment of: | £ |

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| **Investment of AVCs with Legal & General Investment Management** | |
| I wish the Trustees to invest my AVCs in line with the Investment Funds as indicated below (percentages must be whole numbers and total 100%): | |
| Fund | Percentage |
| Legal & General Cash Fund | % |
| Legal & General Pre Retirement Fund | % |
| Legal & General Fund Over 5 Year Index-Linked Gilts Index Fund | % |
| Legal & General Global Equity Fixed Weight (50:50) Index Fund | % |
| Total | 100% |

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| Signed |  | Date  (dd/mm/yyyy) |  |

Owner: Human Resource. Last updated: 10 Jun 2025