



### What happens if an employee wants to pay a one off AVC into the Sky Pension Plan?

It is important for the employee to be aware of their Annual Allowance, as Sky is not liable for any additional tax an employee may have to pay as a result of going over their Annual Allowance. To make a one-off payment to into the Sky Pension Plan:

#### Writing a Cheque

An employee should:

1. Write the cheque out to "Trustees of the Sky Pension Plan"
2. Complete an AVC form
3. Send to Sky Pension Buck (Manchester), PO Box 324, Mitcheldean, GL14 9BJ

Or

#### Paying by Transfer

An employee should:

1. Make a payment to "Trustees of the Sky Pension Plan", Account Number 20558360 Sort Code 30-80-12 add name and payroll number as reference.
2. Complete an AVC form
3. Send AVC form to Sky Pension Buck (Manchester), PO Box 324, Mitcheldean, GL14 9BJ

#### Reclaiming Tax

The employee will not receive any tax relief either via the payroll or from the pension provider, so will need to contact HMRC to reclaim their tax relief.

More details are here <https://www.gov.uk/tax-on-your-private-pension/pension-tax-relief>

#### Contact Details

Pension Plan – 0330 678 1504

HMRC - 0300 200 3300

**Note: This process is for a one-off lump sum AVC only, if you would like to make a regular AVC visit [www.myskyrewards.com](http://www.myskyrewards.com) and click on the pensions tile where you will be able to set up regular AVC's via payroll.**