

COFUNDS PENSION ACCOUNT EMPLOYER'S CONTRIBUTION AUTHORITY

for new and existing clients

Also available on the Aegon website:

Cofunds Pension Account Investment by Direct Debit form -
instruction to your Bank or Building Society to pay Direct Debits.

This form must be completed by you, the employer, when establishing or amending regular contributions to an employee's Cofunds Pension Account as a record of the payments due.



To start or amend a regular contribution into a Cofunds Pension Account please use the **Cofunds Pension Account Additional Contribution Form**



Please complete this form and return it to:
Aegon Cofunds Administration, PO Box 17491, Edinburgh, EH12 1PB

Section 1

Employee details

Product number

Mr/Mrs/Miss/Ms/Other - please specify

Full forename(s)

Surname

National Insurance Number / / The employee **doesn't** have a National Insurance Number

Section 2

Employer details

Employer name

Employer address

Postcode

Contact name

Telephone number

Section 3

Contribution details

3A. Regular contribution details

The details entered on this form will apply until further notice. Regular contributions can only be taken monthly on the first day of every month.

First collection month /

Contribution details	Employer (gross)	£
	Employee (net)*	£
	Total contribution amount	£

* Employee (net) contributions are those deducted from net salary

You have a duty to pay employee contributions to us by the 'payment due date'. This is the 19th of the month following the date of the deduction from pay. For example, a contribution deducted from pay on 5 May must be received by us no later than 19 June. We have a duty to report the late payment of any contribution that is of material significance to the Pensions Regulator.

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Aegon must receive this form and the completed Direct Debit instruction 9 working days before the first working day of the month. If there is not sufficient time to set up the Direct Debit instruction, payments will commence the following month.

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The Pensions Regulator obliges us to report missing or late payments.

3B. Employee's pension scheme

The Cofunds Pension Account is provided by **Suffolk Life**

Scheme name

Scheme address

Section 4

Adviser/Intermediary details (for adviser/intermediary use only)

Adviser/intermediary
name

Firm name

Section 5

Employer declaration

I understand that I am obliged by the Pensions Regulator to provide a new Cofunds Pension Account Additional Contribution Form for any amendments to regular contributions into my employee's Cofunds Pension Account or if any employer or employee details change.

By signing below I confirm I understand and accept the declaration above.

Employer signature

Date

/

/

Name of signatory

Position in company

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When completing date
fields please use the usual
DD/MM/YYYY format.

The Cofunds Pension Account is provided by Suffolk Life Pensions Limited (Suffolk Life) 153 Princes Street, Ipswich, Suffolk IP1 1QJ. Registered in England and Wales number 1180742. Suffolk Life is authorised and regulated by the Financial Conduct Authority (FCA). FCA registration number 116298.

All assets held in the Cofunds Pension Account are legally owned by Suffolk Life Trustees Limited and are held on the Aegon Platform provided by Cofunds Limited (Cofunds). Registered address: Level 43, The Leadenhall Building, 122 Leadenhall Street, London, EC3V 4AB. Registered in England and Wales No. 3965289. Authorised and regulated by the Financial Conduct Authority (FCA) under FCA Registration No. 194734.

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