

# Notice of Election for Scheme Pays

To: The Trustees of the Parliamentary Contributory Pension Fund (“the Fund”)  
Please use BLOCK letters and black ink to complete this form.

Box 1 — Your details			
Surname:		Title:	
Forenames:		Date of Birth:	
National Insurance Number:		Marital Status:	
Sex:	Male / Female / Non-binary	Post Code:	
Home address:			

Box 2 — Annual allowance charge details		
Relevant tax year:		The tax year in which the benefits were built up
I would like the Fund to pay the following annual allowance charge on my behalf:	£	The total annual allowance charge you have calculated

This tax charge is split as follows:

This amount meets the statutory conditions for Mandatory Scheme Pays:	£	The part of your tax charge for benefits accrued over the standard annual allowance* (if any)
This amount would need to be paid on a voluntary basis by the Trustees:	£	The remainder of your tax charge or the total of your tax charge where it is below £2,000
I therefore wish to forfeit the following amount of my annual Fund pension to meet the annual allowance charge:	£	p.a. The Fund pension reduction figure provided by the Fund administrator

\* Please note the standard annual allowance for the tax year 2023/24 is £60,000

**Please read the Member Declarations overleaf before signing and completing this form.**

### Box 3 — Member Declarations

1	<b>I have read and understood the information provided to me regarding Scheme Pays and this Notice of Election.</b>
2	This Notice is issued of my own choice and I understand and acknowledge that the Trustees do not take any responsibility for my decision to issue this Notice nor can they provide any form of advice as to whether the use of Scheme Pays is in my best interests.
3	In making my decision to issue this Notice, I have taken and relied on such independent advice as I consider to be appropriate and I have not relied upon any representation made by the Trustees.
4	<p>I understand that:</p> <ul style="list-style-type: none"><li>(a) This Notice cannot be revoked and can only be subsequently amended in accordance with the relevant provisions of the Finance Act 2004, where the statutory conditions for Mandatory Scheme Pays apply. Once my benefits from the Fund have come into payment, it may not be possible to amend this Notice to require the Trustees to pay a higher amount than that specified in Box 2.</li><li>(b) My benefit rights in the Fund will be adjusted to cover the annual allowance charge I have specified in Box 2, pursuant to this Notice. The adjustment could have a direct impact on benefits payable in the event of my death where these are calculated by reference to the benefits I receive.</li><li>(c) The Trustees will have no liability to me, or anyone claiming in respect of me, in relation to any benefit or part thereof which has been utilised in applying the adjustment referred to in (b).</li><li>(d) The Trustees may refuse to give effect to this Notice, or any amendment I may make to it, at their discretion. I understand the Trustees will inform me if this applies.</li><li>(e) In respect of the amount of the annual allowance charge specified in Box 2, I will be responsible for completing any HMRC reporting requirements in connection with using Scheme Pays. If my total annual allowance charge for the Relevant Tax Year exceeds the amount shown, I will remain solely liable for such excess.</li><li>(f) If any refund becomes payable from HMRC in respect of the amount paid by the Trustees pursuant to this notice (for example, because my annual allowance charge liability for the Relevant Tax Year changes), my Fund benefits may be adjusted on such basis as the Trustees determine to take account of the refunded amount.</li></ul> <p>I confirm that:</p> <ul style="list-style-type: none"><li>(g) The amount specified in Box 2 has been calculated at the correct relevant rate as described in Section 237B(4) of the Finance Act 2004.</li><li>(h) Where the amount specified in respect of Mandatory Scheme Pays is £2,000 or less, my total annual allowance charge liability for the Relevant Tax Year is greater than £2,000.</li></ul>

**Box 4 — If you intend to send this form electronically then please confirm the following statement**

In line with the legislative requirements for electronic disclosure, I confirm that I have personally submitted this Notice.

**YES / NO**

Please note — the Trustee[s] cannot receive your Notice of Election later than your anticipated retirement date.

Signed:		Date:	
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Please return your completed Notice of Election to Parliamentary Contributory Pension Fund, Gallagher (Bristol), P.O. Box 319, Mitcheldean, GL14 9BF, to be received by the Trustees no later than

**31 December 2024** (if Voluntary Scheme Pays is requested)

**31 July 2025** (if only Mandatory Scheme Pays is requested)

Important information: You should receive an acknowledgement from the Fund administrator confirming that your Notice of Election has been received and accepted by the Trustees. If you do not receive an acknowledgement within six weeks, please contact the administrator on **0330 123 0634** or via email at **PCPF@buck.com**