



REQUEST FOR SCHEME PAYS ON A VOLUNTARY BASIS  
TAX YEAR ENDING 5 APRIL 2026 (the "Request")

A. PERSONAL DETAILS

Title:	Surname:
Forename(s):	
National Insurance Number:	
If you do not have a National Insurance Number, please set out the reasons why	

B. ANNUAL ALLOWANCE CHARGE FOR THE TAX YEAR ENDING  
5 APRIL 2026

Your reduced annual allowance	£
Annual allowance charge* you wish the Scheme to pay on your behalf	£
* If the amount of the annual allowance charge specified above in relation to the Scheme is less than £2,000, please tick this box to confirm your total annual allowance charge liability in the tax year specified above exceeds £2,000	

C. AMENDMENTS

You acknowledge that if your liability to the annual allowance charge in respect of the tax year stated in Section B changes after the submission of this Request you may only amend this Request by re-submitting a new Request in the same form.

Any amending Request must be received by the Administration Manager no later than 22 January 2027.

D. CONFIRMATIONS AND DECLARATIONS

I request that the BBC and the BBC Pension Scheme (the “Scheme”) make arrangements for the annual allowance tax charge in respect of the tax year ending 5 April 2026 as specified in this Request to be paid by the Scheme.

I understand that:

- (a) this Request cannot be revoked;
- (b) future benefits to be paid to me from the Scheme will be adjusted to take account of the payment of the annual allowance charge made by the Scheme’s administrator; and
- (c) this Request must be received by the BBC Pensions and Benefits Centre on or before 22 January 2027.

I declare that my reduced annual allowance and the amount of annual allowance tax charge specified in this Notice under Section B have been calculated at the correct rate as set out in Sections 228ZA and 237B(4) of the Finance Act 2004.

Print name: .....

Signature: ..... Date: .....

Upload a scanned copy of the completed form to myPension Online, or you can post it to BBC Pension and Benefits Centre, 3 Central Square, Cardiff, CF10 1FT.

The BBC and the Trustee of the Scheme will use the information you provide on this Request to make arrangements for the Scheme to pay the annual allowance tax charge specified. The Scheme processes data about Scheme members and their dependants so that it can pay the benefits due under the Scheme. It is committed to protecting your personal data. You can find out more about how it processes your data by reading its Privacy Notice at [bbc.co.uk/mypension/about-the-scheme](http://bbc.co.uk/mypension/about-the-scheme).