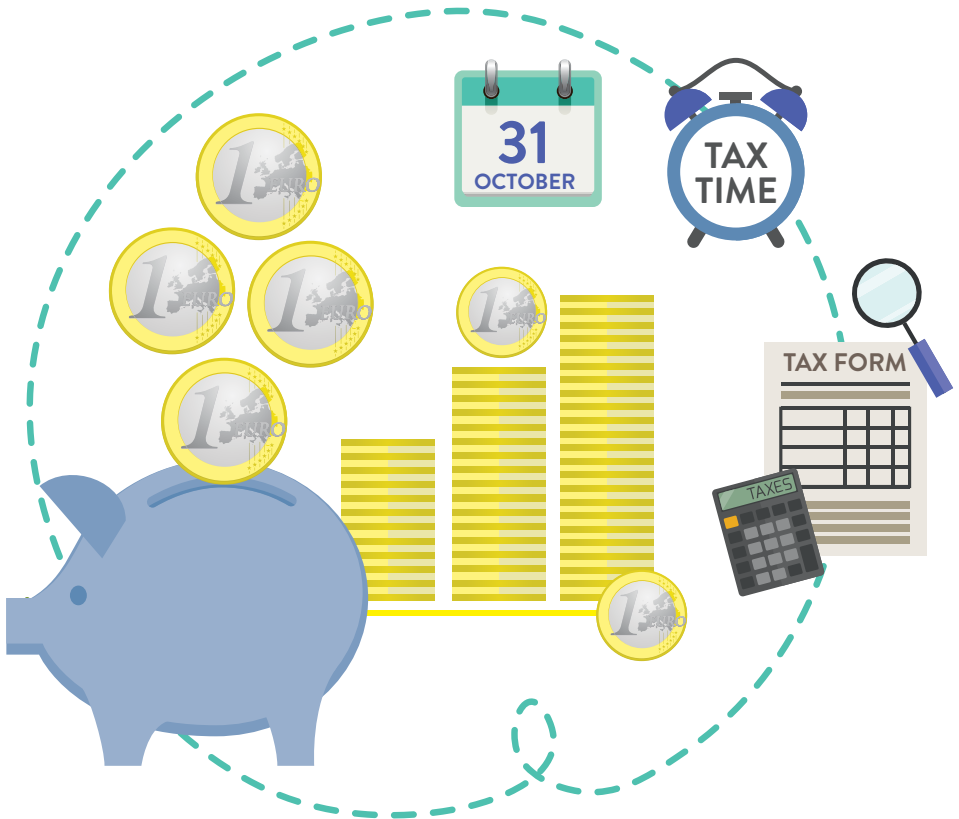




TOP UP YOUR PENSION WITH A ONCE-OFF PAYMENT AND CLAIM TAX BACK FOR 2017



HOW TO PAY A ONCE-OFF LUMP SUM INTO YOUR PENSION AND OFFSET IT AGAINST LAST YEAR'S TAX BILL



CHECK YOUR TAX RELIEF ELIGIBILITY

You should be sure that you are eligible for tax relief on the amount you wish to pay. You can confirm this with your local tax office if you are uncertain. Check the contact locator at www.revenue.ie/en/contact/index.html# to find your local Revenue office. To use the contact locator, you will need your PPSN or other Irish tax ID number.



MAKE YOUR PAYMENT

Fill in your details in the Additional Voluntary Contribution (AVC) application form overleaf and tear it off. To pay your lump sum you can either write a cheque for the amount you want to pay into your pension, made payable to: Irish Life Assurance plc. Send it to **CODE, Irish Life Corporate Business, Lower Abbey Street, Dublin 1**. Or you can pay the amount into our bank account:

Account Name:	Irish Life Assurance plc New DC Receipts A/C
Account Address:	Ulster Bank, College Green, Dublin 2
Account Number:	05990932
Branch Sort Code:	98-50-10
IBAN:	IE23 ULSB 9850 1005 9909 32
BIC/SWIFT Code:	ULSBIE2D

To ensure that there are no delays with payments reaching us please quote the scheme number (60xxxx) and your name in the 'beneficiary narrative' of the EFT instruction to the bank. In addition you should also send this form by post at the above address or email it to Code@irishlife.ie to ensure we can easily trace your EFT payment.

The final deadline for us to receive the payment is 31 October 2018 (or a date in November, to be confirmed by Revenue, if you file your returns for Revenue online). Please allow time for the bank transfer so the payment can reach us in time for these deadlines.



TAX CERTIFICATE

Once we receive and process your application form and payment, we will then send you a tax certificate. We will do this within ten working days of receiving the payment. Keep the tax certificate in your records.

You must make your claim for tax relief and your personal tax return before the 31 October 2018 deadline to claim backdated tax relief for 2017 (or a date in November, to be confirmed by Revenue, if you file your returns for Revenue online).





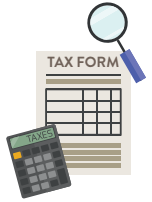
HOW TO MAKE YOUR TAX RELIEF CLAIM

If you are a **PAYE employee** not filing online, send your income tax form to your local Revenue office by 31 October. You don't need to send the tax certificate that you receive from Irish Life to your local Inspector of Taxes, but keep it in your records.

If you are **self employed** and a **proprietary director** then file your returns using ROS to claim income tax relief on pension contributions.

Further information can be found at www.revenue.ie

The granting of tax relief is at the discretion of your local Inspector of Taxes. If you settle against this year's income, you may not get a refund by cheque, but may receive amended tax credits instead.



If you have any queries, contact your HR department/Financial Adviser or Irish Life Corporate Business Sales Support on 01 704 1845 or email empowermembers@irishlife.ie

Irish Life Assurance plc is regulated by the Central Bank of Ireland.

In the interest of customer service we will monitor calls. Irish Life Assurance plc, Registered in Ireland number 152576, VAT number 9F55923G.



AVC ONCE-OFF PENSION CONTRIBUTION

Before you give us your personal information it is important that you know what your data protection rights are and how and why we use your personal information. This is set out in the Irish Life Data Privacy Notice which is always available on our website at <http://www.irishlifecorporatebusiness.ie> or you can ask us for a copy.



Please complete and return this form to the address below. Enclose your cheque with the form or pay the amount into our bank account.

I wish to receive a tax certificate in respect of this once-off pension contribution

Name of employer

Pension plan reference number

Membership reference number

Name

Date of birth / /

Address

Amount of contribution €

This payment will be invested in the same fund(s) that your current contributions are invested in.

Signature(s)

Date / /

Please return application form to: CODE, Irish Life Corporate Business, Lower Abbey Street, Dublin 1 or email it to Code@irishlife.ie if paying by EFT.

PENSIONS
INVESTMENTS
LIFE INSURANCE



Irish Life

CONTACT US

PHONE: 01 704 18 45
FAX: 01 704 19 05
EMAIL: empowermembers@irishlife.ie
WEBSITE: www.irishlifecorporatebusiness.ie
WRITE TO: Irish Life Corporate Business, Irish Life Centre, Lower Abbey Street, Dublin 1.

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