

**ADDITIONAL VOLUNTARY CONTRIBUTIONS (AVCs)  
Church Administrators Pension Fund – Defined Contribution Section**

Paying monthly contributions – email this to [staffpayroll@churchofengland.org](mailto:staffpayroll@churchofengland.org)

Paying a one-off lump sum - email this to [pensions@churchofengland.org](mailto:pensions@churchofengland.org)

**1: Your personal details**

|                                   |  |  |   |  |  |   |  |  |  |  |
|-----------------------------------|--|--|---|--|--|---|--|--|--|--|
| <b>Full name:</b>                 |  |  |   |  |  |   |  |  |  |  |
| <b>Date of birth:</b>             |  |  | / |  |  | / |  |  |  |  |
| <b>National Insurance number:</b> |  |  |   |  |  |   |  |  |  |  |

**2: Monthly AVCs from my salary**

I wish to contribute \_\_\_\_\_% a month with effect from \_\_\_\_/\_\_\_\_/\_\_\_\_

I agree for this to be taken from my salary. I understand that the employer will match my contribution up to a maximum of 3%. If you are stopping your contribution, please put zero.

**3: One-off lump sum**

When making the payment, please add your NI number as the reference, and email us to let us know you have made the payment, so we can allocate this to you.

I wish to pay a lump sum of £ \_\_\_\_\_

**Please make the payment to:**

Sort Code: 30-65-41  
Account No: 39101460

**Signed:** ..... **Date:** ...../...../.....

**4: To be completed by NCI payroll team**

Payroll Amended  
Matching Employer Contributions

**Signed:** ..... **Date:** ...../...../.....