## Correction form (Overpaid Contribution)

This form instructs Fidelity to disinvest all or part of a member's account and return the proceeds to a nominated bank account detailed in the Administration Manual. Fidelity will disinvest the units originally purchased at their current unit price, so the amount returned will be different to the amount you paid. This will ensure that the member is put in the correct position as if the error had not happened.

## Fidelity reserves the right to charge the standard administration fee.

Proceeds will be paid into the bank account shown in the admin manua

This form must be signed by authorised persons and emailed to dcadministration@fil.com
Or send it to us by post at the address below.
Fidelity, Beech Gate, Millfield Lane, Tadworth, Surrey, KT20 6RP

| Section 1 - Scheme/Employer/Payroll Details |  |
| :--- | :--- |
| Scheme Name |  |
| Employer Name |  |
| Payroll Name |  |


| Section 2-Authorisation and Declaration |  |  |  |  |  |  |  |
| :--- | :--- | :--- | :--- | :--- | :---: | :---: | :---: |
| Please disinvest all or part of the member's pension account, as detailed in Section 3 of this form and send the proceeds to the nominated <br> bank account. <br> I/We declare that we are requesting the account correction in accordance with pensions legislation and we will be liable for any damages <br> (reputational or financial) as prescribed. |  |  |  |  |  |  |  |
| Signature |  | Date |  |  |  |  |  |
| Full Name |  |  |  |  |  |  |  |
| Signature |  | Date |  |  |  |  |  |
| Full Name |  |  |  |  |  |  |  |

## Section 3 - Details of Overpaid Contributions

Please complete the table below and enter the amount of overpaid contribution in the appropriate column(s) - ALL FIELDS ARE MANDATORY

| Member Details |  |  |  | Overpayment Details |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Member Name | Date of Bith | Ni Number | Employee/Payroll Number | Contribution type (i.e. AVC, Employee Employer, Salary Sacrifice) | $\begin{gathered} \text { Relevant Pay } \\ \text { Period } \end{gathered}$ | Amount of overpaid contributions ( $£$ ) | Cause of overpayment |
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