

HMRC

(Your Address)

Pay As You Earn and Self Assessment

HM Revenue and Customs

BX9 1AS

Dear Sir/ Madam

Re: Reclaim of higher rate tax relief on personal pension contributions

Name:

NI Number:

Employer's PAYE reference: [Insert one of the following two PAYE numbers depending on whether you work for AECOM Ltd or AECOM Infrastructure & Environment For Aecom Ltd employees it's 951/O7068 (note first 'O' is a letter, second '0' is a zero). For I&E employees it's 581/S2]

I have been informed by my financial adviser that I may be eligible to claim higher rate tax relief on my personal pension contributions and I don't believe that I have been doing so.

I have enclosed P60's from the relevant years and a contribution certificate from the pension provider detailing the contributions I have made. In summary **my gross** pension contributions are:

Year	Pension contribution (gross)
2018/2019	
2019/2020	
2020/2021	
2021/2022	
2022/2023	

I will not be claiming for higher rate tax relief for contributions other than those shown, as I am now contributing via salary sacrifice.

I would appreciate it if you could let me know if I am due any additional tax relief and send me a refund.

With kind regards

Date