

BEFORE YOU OPT OUT, HERE'S WHAT YOU NEED TO KNOW

1. Your employer cannot ask you or force you to opt out.
2. If you are asked or forced to opt out, you can tell The Pensions Regulator.
www.thepensionsregulator.gov.uk
3. If you change your mind, you may be able to opt back in – write to your employer if you want to do this by using an opt in form from our website.
4. If you stay opted out of the scheme, your employer will normally put you back into pension saving in around three years.
5. If you change your job, your new employer will normally put you back into pension saving straight away.
6. If you have another job, your other employer might also put you into pension saving, now or in the future.
7. The notice only allows you to opt out of pension saving with the employer you name in the notice.
8. A separate notice must be filled out and given to any other employer you work for, if you wish to opt out of that employer's pension saving as well.

It is worth taking advice regarding your decision to opt out of saving for your retirement.

PENSION OPT OUT FORM



Personal/Contact details

Title _____ Full name _____

Date of birth _____ National Ins. No. _____

Employer _____

PAYE Reference(s) _____

Please state all pay references to which your election will apply.

If you have more than one employment, your election can apply in one, some, or all of your employments.

Home Address _____

Home Address Line 2 _____

Home/Mobile telephone no _____ Work telephone no _____

Personal Email Address _____

Opt out Decision

I wish to opt out of the pension scheme and understand I will lose the right to a pension contribution from my employer. I also understand that if I opt out, I may have a lower income when I retire.

Signature _____

Date _____

Please return this form to [your employer/payroll department](#) who will cease pension deductions from your pay at the next available pay day.