

# SALARY EXCHANGE FOR PENSION CONTRIBUTIONS OPT-IN FORM

Effective from 1st January 2013



## Pension Scheme

Please indicate which pension scheme you are joining or are already a member of by placing a cross in the appropriate box:

Mark one  
box only

Universities Superannuation Scheme (USS)

Oxford Staff Pension Scheme (OSPS)

## Personal Details

Please complete the following details in print or capital letters

Title:	Forename(s):	Surname:
Joining date:	Payroll Number (if known):	
Department:	Division:	

## Opt-in to Salary Exchange

If you are a new starter then you do not need to complete this form in order to participate in Salary Exchange. You will be enrolled automatically on or around 3 months after your date of joining.

Please complete either section part (i) or part (ii) below:

### Existing staff only

I wish to opt in to Salary Exchange on the following basis (complete either part (i) or part (ii)) —

Mark one  
box only

(i) I wish to opt in from 1st April \_\_\_\_\_ (please indicate year).

(ii) I wish to opt in due to a 'Life change' event.

Please provide further details below of the qualifying event — more information is available on the Salary Exchange web pages.

## Authority

I confirm that I wish to participate in Salary Exchange for Pension Contributions on the basis indicated above. I confirm that I have read and understood the explanatory material on the University's Salary Exchange website and provide below the authority to enrol me into the scheme. I will not be able to opt-out again until the next 1st April or unless I experience a qualifying 'Life Change' event.

Please sign and date the form below and keep a copy for your records.

Signed:	Date:
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Please return this form to:  
**Head of Payroll**  
 University of Oxford  
 Finance Division  
 23 - 38 Hythe Bridge Street  
 Oxford OX1 2ET

Office use only -

Checked by:	Date:
Actioned by:	Date: