

SALARY EXCHANGE FOR PENSION CONTRIBUTIONS OPT-OUT 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 onlyUniversities 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-out of Salary Exchange

Please complete either section A or section B below:

A. Existing members only

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

Mark one
box only(i) I wish to opt out from 1st April _____ (please indicate year). (ii) I wish to opt out 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.

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B. New members only

I do not wish to participate in Salary Exchange. Please do not enrol me.

Authority

I confirm that I do not wish to participate in Salary Exchange for Pension Contributions on the basis indicated above. I understand that, as a result, I will not benefit from any potential savings in National Insurance contributions and that I will continue to make the relevant employee pension contributions from my pensionable pay. I understand that, by opting-out of Salary Exchange, I will not be able to opt-in 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

For office use only -

Checked by:	Date:
Actioned by:	Date: