

## DC Pension Enrolment/Change of Contribution Form

### Your details:

Name:	
Employee Number:	
Company:	

### Pension Options:

Please tick the option that applies to you below:

- Opt In ☐
- Opt Out ☐
- Change of EE Contribution Level ☐

### Standard Contributions:

I wish to join the company DC Pension scheme, at a contribution level of:

#### Employee

- 3% ☐
- 4% ☐
- 5% ☐
- 6% ☐
- 7% ☐
- Other %

For salary sacrifice, the maximum EE percentage will be driven by NLW. For high percentage values this will be checked prior to amendment. Salary Sacrifice is the default options for joining the pension scheme, this reduces your taxable and NI'able pay, but it subject to NLW rules and may be amended to non-salary sacrifice if it would mean your fall below NLW.

### Effective Date:

The date must be the 1<sup>st</sup> of a month & cannot be backdated.

If this form is received after 15<sup>th</sup> of the month in which you wish to make the change it will be processed in the following month.

I agree I have read the above and would like to make this change effective from 1<sup>st</sup> .....

I agree that I accept a deduction from my salary as requested on this form.

Signed:	Date:
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### Payroll Use:

**DC Pension Enrolment/Change of Contribution Form**

Input on System:		Added to PlanViewer:	
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