



The
University
Of
Sheffield.

Pay Plus
For
Pensions.

Pay Plus for pensions – Opt-in Form (Lifestyle Event/1 April)

Personal details

Please complete the following boxes in capitals

Title	Forenames	Surname

Personnel Number *	Department	Telephone Number **

* Your personnel number is shown on myJob and on your payslip as 'Employee Number'.

** A number we can contact you on to confirm receipt of this form

Under Pay Plus for pensions, the University pays an amount equivalent to the employee pension contribution (excluding Additional Voluntary Contributions) directly into the pension scheme in addition to the normal employer pension contribution. At the same time, the employee no longer pays an employee pension contribution and the employee's annual salary is reduced by an amount equal to the employee pension contribution.

You are able to opt in to Pay Plus for pensions on 1 April next and thereafter any subsequent 1 April. In order to opt in on 1 April in any year, your form must be received by 31 March of that year.

In accordance with HM Revenue and Customs requirements, I wish to opt in to Pay Plus for Pensions at the next annual opportunity

In addition, according to HM Revenue and Customs guidance, you can opt in at any time if you experience one of the following Lifestyle Events:

- Notification/commencement of maternity/adoption leave
- Birth/adoption of a child
- Return from maternity/adoption leave
- Start of marriage/civil partnership
- End of marriage/civil partnership/long term relationship
- Material change in own/partner/dependant's circumstances
- Commencement of a period of long term absence or secondment
- Return from a period of long term absence or secondment
- Significant change in working hours, job or contractual terms of employment
- Joining/Leaving the pension scheme
- Reaching state retirement age
- Reaching 3 months' pensionable service
- Reaching 2 years' pensionable service.

Continues overleaf

In order to opt in on the basis of a Lifestyle Event, you must notify the University within 3 months of the event. The opt in will take effect in the month **following** the receipt of this form.

In accordance with HM Revenue and Customs requirements, I confirm that I have undergone one of the above Lifestyle Events and therefore wish to opt in to Pay Plus for pensions with immediate effect

I confirm that I want to participate in Pay Plus for pensions. I understand that my salary will be reduced by an amount equal to the employee pension contribution (6.35% of pensionable salary for members of the Universities Superannuation Scheme and 6% of pensionable salary for members of the University of Sheffield Pension Scheme) and that I will no longer make an employee pension contribution.

I understand that through opting in to Pay Plus for pensions at this time, I will not be able to leave Pay Plus for pensions until the next Pay Plus for pensions renewal date (1 April next) or until I experience a Lifestyle Event (see above) if earlier.

Please return this form to the address below.

The University will confirm receipt of this form and will arrange for your salary to be reduced for Pay Plus for pensions. Please keep a copy of this form for your records.

Signed Date

Please return this form to:
Pensions Office
Department of Finance
University of Sheffield
Firth Court
Western Bank
Sheffield
S10 2TN