



The
University
Of
Sheffield.

Salary Sacrifice For Pensions.



Salary Sacrifice 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 Salary Sacrifice for pensions, the University pays an amount equivalent to the employee pension contribution (for USS members this includes 'the match' contributions and any 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.

There are two separate ways a pension scheme member who is not participating in salary sacrifice can join:

1. At the next 1 April.

You are able to opt in to Salary Sacrifice 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.

2. If you experience one of the defined Lifestyle Events (see list below).

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

Please select **one** of the following two options:

In accordance with HM Revenue and Customs requirements, I wish to opt in to Salary Sacrifice for pensions at the next annual opportunity

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

List of 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.

I confirm that I want to participate in Salary Sacrifice for pensions. I understand that my salary will be reduced by an amount equal to the employee pension contribution (for members of the Universities Superannuation Scheme this is 8.0% of pensionable salary plus any 'match' or additional voluntary contributions; for members of the University of Sheffield Pension Scheme this is between 2% and 10% of pensionable salary, depending upon the level of contributions you have chosen) and that I will no longer make an employee pension contribution.

I understand that through opting in to Salary Sacrifice for pensions at this time, I will not be able to leave Salary Sacrifice for pensions until the next Salary Sacrifice 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 Salary Sacrifice for pensions. Please keep a copy of this form for your records.

Signed Date

Please return this form to:

Pensions Team
Department of Finance
University of Sheffield
The Arts Tower
Western Bank
Sheffield
S10 2TN