



The  
University  
Of  
Sheffield.

# Salary Sacrifice For Pensions.



## Salary Sacrifice for pensions (**USS members only** – Opt-in/Opt-out Form for **Additional Contributions**).

This form is only required if you have elected to pay **additional contributions** by salary sacrifice when you do not have your normal contributions made by salary sacrifice, **or** you have elected to pay **additional contributions** without salary sacrifice, yet your normal contributions are made by salary sacrifice.

### 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

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

**I confirm that I wish for my USS additional contributions to the Investment Builder to be made by salary sacrifice and I wish to remain opted out of salary sacrifice for my normal contributions.**

**I confirm that I do not wish for my USS additional contributions to the Investment Builder to be made by salary sacrifice and I wish to remain opted in to salary sacrifice for my normal contributions.**

If you wish to opt in or out of salary sacrifice for your normal contributions, please note you are only able to do this annually on 1 April, or in line with a lifestyle event, by completing the relevant opt-in/out forms at: <http://www.sheffield.ac.uk/hr/thedeal/pensions>

*Continues overleaf*

**Please return this form to the address below. 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