



The  
University  
Of  
Sheffield.

Pay Plus  
For  
Pensions.

## Pay Plus for pensions – Opt-out 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 out of Pay Plus for pensions on 1 April next and thereafter any subsequent 1 April. In order to opt out 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 out of Pay Plus for Pensions at the next annual opportunity**

In addition, according to HM Revenue and Customs guidance, you can opt out 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 out on the basis of a Lifestyle Event, you must notify the University within 3 months of the event. The opt out 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 out of Pay Plus for pensions with immediate effect**

I confirm that I do not want to participate in Pay Plus for pensions and acknowledge that I will not benefit from any National Insurance Contribution savings.

I will make employee contributions at the appropriate level into the pension scheme (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).

I understand that through opting out of Pay Plus for pensions at this time, I will not be able to participate in 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 not 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