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| **JOBHOLDER INFORMATION:** |
| **Title (Mr/Mrs/Miss/Ms)** |  |  | **National Insurance No** |  |  |  |  |  |  |  |  |  |
|  |  |
| **Date of Birth** |  / / |  |
|  |  |
| **Surname** |  |
|  |  |
| **Forenames** |  |
|  |  |
| **Contact Address**  |  |
|  |  |
|  |  |
|  |
| **Contact Telephone Number** |  |
|  |
| **Preferred Email Address** |  |
|  |
| **Name of Employer** |  |
|  |
| **Type of Contract** | Open Ended / Fixed Term (If fixed state length of contract \_\_\_\_\_\_\_\_) |
|  |
| **WHAT YOU NEED TO KNOW:** |
| * Your employer cannot ask you or force you to opt out.
* If you are asked or forced to opt out, you can tell The Pensions Regulator – see [www.tpr.gov.uk](http://www.tpr.gov.uk)
* If you change your mind, you may be able to opt back in (write to your employer if you wish to do this).
* If you stay opted out, your employer will normally put you back into pension saving at the next three yearly re-enrolment event.
* If you change your job, your new employer will normally put you back into pension saving straight away.
* If you have another job, your other employer might also put you into pension saving, now or in the future. This notice only allows you to opt out of pension saving with the employer you name above. A separate notice must be filled out and given to any other employer you work for, if you wish to opt out
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| **EMPLOYEE DECLARATION:** |
| * **“I WISH TO OPT OUT OF PENSION SAVING”**
* **“I UNDERSTAND THAT IF I OPT OUT I WILL LOSE THE RIGHT TO PENSION CONTRIBUTIONS FROM MY EMPLOYER”**
* **“I UNDERSTAND THAT IF I OPT OUT I MAY HAVE A LOWER INCOME WHEN I RETIRE”**

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| **SIGNATURE OF MEMBER** |  | **DATE OF SIGNATURE** |  |
|  |
| When completing this form, you will be providing personal information about yourself and this information is known as “personal data”. The Trustee of the University of Sheffield Pension Scheme (“Scheme”) needs this personal data to be able to administer your application to opt out of the Scheme and Scheme benefits. The Trustee is the “data controller” of all personal data held in respect of the Scheme and, as such, is responsible for meeting certain legal requirements in relation to that personal data. The Trustee may need to disclose the information contained in this form to such of its professional advisers (including administrators, actuaries, auditors and lawyers) as the Trustee considers necessary. The Trustee will retain the information contained on this form for as long as necessary to enable it to process your application to opt out of the Scheme and to deal with any queries that may arise in respect of your Scheme benefits (if any) and in order to ensure the proper administration of the Scheme. A copy of the Trustee’s privacy notice which explains in detail how it processes personal data and your rights in connection with that data, can be found on the Trustee’s pension website: https://www.sheffield.ac.uk/finance/staff-information/mymoney/mypension/usps-frp. Alternatively, if you would prefer to receive a hard copy of the privacy notice, please contact the Trustee’s administrator, Buck. |

**PLEASE RETURN FOR THE ATTENTION OF “THE PENSIONS TEAM”**

**INTERNAL ADDRESS: The Arts Tower, Western Bank, Sheffield**

**EXTERNAL ADDRESS: Firth Court, Western Bank, Sheffield, S10 2TN**

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| ***For internal use only*** | Date Opt Out Window Began: | Date received in Pensions: | Valid Opt Out? Y / N |