

## Application to Opt in to SMART Pensions

**Please read, sign and return the declaration below.**

***Yes, I want to benefit from SMART Pensions, and***

I agree that I wish to opt in to the SMART Pensions arrangements and accordingly agree that:

- I will continue to be a member of the pension scheme.
- I will cease to make contributions to the pension scheme direct from my salary (with the exception of additional voluntary contributions).
- There will be an adjustment to my contractual gross pay (by an amount equivalent to the contributions that I would have paid had I not opted in to the SMART Pensions arrangements).
- My pension benefits (and all other company benefits provided to me) will be based on the reference pay that I would have received had I not opted in to the SMART Pensions arrangements.
- This is a change to my terms and conditions of employment (all other terms and conditions of employment remaining unaffected by this change).
- If I change my mind, I will normally only be able to opt back out of SMART Pensions during the Annual Option Period in September each year – or otherwise during the course of the year in exceptional circumstances with the prior written consent of my employer.
- Changes will take effect in the payroll following the closure of the Option Process.

I note that this arrangement shall commence at the next available payroll. I also agree and understand that my employer shall be entitled to withdraw the SMART Pensions arrangements by prior written notice.

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

Print name: \_\_\_\_\_ NI number: \_\_\_\_\_

Address: \_\_\_\_\_

Tel no: \_\_\_\_\_ Email: \_\_\_\_\_

**For SIPS Benefits members:**

Please return this form to your local HR contact.

**For all other members:**

Please return this form to the Pensions Service Centre, PO Box 1193, Crawley, West Sussex, RH10 0FY