**University of Birmingham Group Retirement Plan**

**Amendment Form**

To the member:

You will be enrolled into the University of Birmingham Group Retirement Plan when you become an employee of the University. Your enrolment will take place through your Contract of employment. Your membership of the GPPP will be set up on the standard default terms unless you choose to amend these terms as set out below.

**1) Employee contributions**

Your contributions to the scheme is flexible, however we do suggest a 5% contribution of your gross salary into the GPPP. You can increase or reduce your contribution rate at any time. The University contributes 10% into the scheme whether you choose to contribute or not.

***If you wish to amend your contribution level please complete Section 1 of this form.***

**2) Salary sacrifice**

You will be enrolled into the GPPP on a salary sacrifice basis unless your salary is less than £8,424 in the 2018/19 tax year. Further details regarding salary sacrifice are available from the Pensions Office.

***If you wish to opt out of salary sacrifice please tick the box under Section 2 of this form.***

**3) Investment option**

You will be enrolled into the default Pathways Funds. However, you can select alternative investment funds. Please read the University of Birmingham Group Retirement Plan – Fund

brochure for further details which can be found at [www.legalandgeneral.com/universityofbirmingham](http://www.legalandgeneral.com/universityofbirmingham)

***If you wish to select your own investment funds please access your member account on the Legal & General website***

[***http://www.legalandgeneral.com/workplacebenefitsResp/university-of-birmingham/first-step/how/invested/***](http://www.legalandgeneral.com/workplacebenefitsResp/university-of-birmingham/first-step/how/invested/)

**4) Normal retirement age**

You will have a normal retirement age. (Please note this is particularly important if your funds are to be invested in the Pathway Investment Programme as this strategy targets your selected retirement age as a part of the strategy.)

***If you wish to select a different retirement age please access your member account on the Legal & General website*** [**www.legalandgeneral.com/universityofbirmingham**](http://www.legalandgeneral.com/universityofbirmingham)

**PLEASE NOTE THIS FORM ONLY NEEDS TO BE COMPLETED IF YOU WISH TO CHANGE THE STANDARD TERMS OF THE UNIVERSITY OF BIRMINGHAM GROUP RETIREMENT PLAN.**

**1) Employee contributions**

Please amend my pension contributions into the GRP to…………% (whole %)

**2) Salary sacrifice**

I wish to opt out of salary sacrifice. (tick box)

I understand that I can opt into salary sacrifice for subsequent years by notifying the University by 31 March for the tax year beginning in that April. I further understand that, as any salary sacrifice arrangement is subject to a minimum term of 12 months, by opting out of the salary sacrifice scheme now, I am foregoing the benefits it offers at least until the end of the current tax year.

**Personal details**

Surname: ……………………………………………Forename: ………………………………………….

Date of birth: …………………………………….… National Insurance No: ……………………………

Payroll No: …………………………………………. Department: ……………………………………......

***Signature: ……………………………………………………………….. Date: …………………….***

**PLEASE RETURN THIS FORM TO IN THE PENSIONS OFFICE**