

## Defined Contribution

# Opt In Notice

**Upon completion, return this notice to your employer, who will validate and action<sup>1</sup>.**

**Please do not send this form to TPT.**

## Member details

Your full name: .....

Your organisation name: .....

Date of birth: ..... ..

**OR** National Insurance number: .....

Your registered email address: .....

Contact telephone number: .....

### I wish to opt in to the pension scheme.

Please make arrangements for me to become an active member of the default scheme for my employer.

I understand that, unless I withdraw this notice before my enrolment date, I will become an active member of the default scheme from that time.

I hereby authorise deductions from my earnings for any contributions that I have to make to the default scheme as a condition of my membership.

Signed: ..... Date: .....

Name: .....

For more information go to page 2.

<sup>1</sup> **Note for employers:** Once received, add the employee's details to the 'AE Members Template' and email Record Keeping [aerecordkeeping@tpt.co.uk](mailto:aerecordkeeping@tpt.co.uk).

The information on this form will be treated in the strictest confidence. Personal data which is held will be processed in line with data protection laws. For more information, see [tpt.co.uk/privacy-policy](https://tpt.co.uk/privacy-policy).

The Data Controller is Verity Trustees Ltd.

## What you need to know

The enrolment date will be the first day of the pay reference period following receipt of this notice or, if the payroll has already been closed for that next pay reference period, it will be the first day of the second pay reference period after the notice is received.

You have the right to opt in to your employer's pension scheme if you are:

- aged 16-21, or state pension age to 74;
  - earning above £10,000 per year
- or
- aged 16-74;
  - earning above £6,240\* up to and including £10,000 a year.

This means you are otherwise referred to as a 'non-eligible jobholder'.

If you are categorised as a non-eligible jobholder, you may choose to opt out after you have been enrolled and within the one month long opt-out window. If you choose to opt out in this way, you will be classed as a non-member and any deductions will be refunded by your employer. If you opt out after the one month opt-out window you will not receive a refund and will become a deferred member.

You can also ask to join your employer's pension scheme if you are:

- aged 16-74;
- earning £6,240\* or less per year.

This means you are otherwise referred to as an 'entitled worker'.

If you are categorised as an entitled worker due to being aged between 16 and 75, and earning less than £6,240\*, you may choose to leave the Scheme; however, you are not able to opt out as above.

If you have another job, your other employer also might put you into pension saving, now or in the future. This notice only opts you in to pension saving with the employer you have named in this form. A separate notice must be obtained, completed and returned to any other employer you work for if you wish to opt in to that pension saving arrangement as well.

\*Figures are based on the tax year 2025/26.