

## Defined Contribution

# Opt Out Notice

## Notice to opt out of pension saving

**If you want to opt out of the pension scheme, please complete this form and pass the form to your employer, who will validate and action<sup>1</sup>.**

Your full name: .....

Name of employer organisation: .....

Date of birth: ..... ..

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

### **I wish to opt out of the pension scheme.**

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.

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

For more information go to page 2.

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 TPT Retirement Solutions Ltd.

<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). Please also refund any contributions which have been deducted.

# What you need to know

**You cannot opt out before you have been enrolled into the scheme. Opt out Notices received or signed prior to enrolment will be invalid.**

If you opt out after the one month opt-out window you will not receive a refund and will become a deferred member.

Your employer cannot ask you, or force you, to opt out.

If you are asked to opt out, you can tell The Pensions Regulator – [www.thepensionsregulator.gov.uk](http://www.thepensionsregulator.gov.uk)

If you change your mind, you may be able to opt back into the scheme. Write to your employer if you want to do this.

If you stay opted out, your employer will normally put you back into pension saving approximately every three years since auto-enrolment legislation impacted on your employer.

If you change your job, your new employer will normally put you back into pension saving straight away, as long as you meet the eligibility criteria.

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