

## ST MARY'S UNIVERSITY PENSION PLAN

### Change of Payment Method Form

If you wish to change the method of paying into the Plan, please complete this form using BLOCK CAPITALS. You should read the declaration carefully before signing this form, and you should refer to the Plan's member guide and the information provided by Friends Life. If you do not understand any point please contact Human Resources.

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#### Your details

Your full name

Your date of birth

Your National Insurance number

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#### Payment method

Your payments can be made as employee payments or via the Salary Exchange method. See the member guide for further details.

Your choice of payment method:

employee payments / Salary Exchange

(delete as appropriate)

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#### Your declaration

1. I wish to change the method for my payments as indicated above.
2. I understand that this change will normally take effect at the next pay date, time allowing, following receipt and review of this form.
3. I note that if I change to the Salary Exchange method and if I am permitted to make my payments via this method, then:
  - a. My contractual pay will be adjusted by the amount of my payments.
  - b. In exchange, the University will increase its payments by an equivalent amount.
  - c. If in doubt, I should clarify with Human Resources the impact, if any, on other pay-related benefits provided by the Company.
4. I note that if I change to the employee payments method, then:
  - a. My payments will instead be deducted from my regular pay.
  - b. If I am a higher rate taxpayer, I will receive tax relief on my payments at the basic rate only and it is my responsibility to claim additional tax relief via the tax office (HM Revenue & Customs).
5. I understand that I am able to change my choice at any time by completion of a further form.

Your signature

Date

**Please sign above and return the completed form to Human Resources**

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**Review (to be completed by Human Resources)**

Reviewer's signature

Reviewer's name

Date

May 2017