

# CAMBens for Pensions Option Form

## Personal details

Please complete the following boxes in capital letters

<b>Title</b>	<b>Forenames</b>	<b>Surname</b>
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<b>National Insurance Number</b>
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If you wish to opt out of or into the University's salary sacrifice arrangement for pension contributions you need to complete and return this form. Your election will take place in the next available payroll following receipt of your election and you should check your pay advice to ensure that your election has been processed.

You are able to change your mind at any time and if you want to opt in/opt out you should complete a new options form.

### Opting out of CAMBens for Pensions – Important Note

**This election is only to opt out of the salary sacrifice arrangement for the payment of your pension contributions and you will remain a member of the relevant pension scheme and contributions will continue to be deducted from your salary for the pension scheme.**

### Which section to complete

Complete section A by ticking the box- If you want to opt out of CAMBen for Pensions

Complete section B by ticking the box- If you want to opt in to CAMBen for Pensions

### Section A – Opting out

"I confirm that I wish to opt out of CAMBens for Pensions. I realise that I will not benefit from the National Insurance Contribution savings which I may have been making by taking part in CAMBen for Pensions. (Please tick box)" **Following your opt out from CAMBens you will remain a member of the pension scheme and contributions will be deducted from your salary.**

### Section B – Opting in

"I confirm that I wish to opt into CAMBens for Pensions and understand that this is a change to my terms and conditions of employment. (Please tick box).

Signed ..... Date .....

**Please complete and sign both copies of the Lifestyle Event form and sign the bottom of the form. Keep one copy for your records and return the other to the Pensions Section, Greenwich House, Madingley Road, Cambridge, CB3 0TX. Please note that by ticking any of the above sections you are agreeing to a change to your terms and conditions of employment which will take effect from the 1<sup>st</sup> day of the next pay period after the University has received and processed this form.**