

Changing your contributions

If you'd like to pay either more or less into the Plan than you are at the moment, simply fill out your details below and return this form to your payroll department.

Before getting straight into it, here are some reminders for you about your contributions.

- You can find out what choices you have made around your contributions by logging in to the secure part of the website, or by referring to your Employment Letter.
- You can change your contribution amount (and AVCs amount) at any time.
- HMRC has certain tax limits in respect of your pension savings – these are known as Annual Allowance and Lifetime Allowance. You can find out more about these on the website in the section 'Accessing your savings' <http://www.morgansindall-pensions.co.uk/spend/accessing-your-savings>.
- There's a minimum amount you have to pay into your pension, and so your contributions have to be at that level or higher. You can find out more about the minimum contribution levels on the website at <http://www.morgansindall-pensions.co.uk/save/how-much-to-pay-in>.

Remember: This will need to be at least the required contribution amount shown in your Employment Letter if you want to receive matching contribution from your employer!

1 Your personal details (please use capital letters)

Full name:	<input type="text"/>	Date of birth:	<input type="text"/>
Home address:	<input type="text"/>		
	<input type="text"/>	Postcode:	<input type="text"/>
NI Number:	<input type="text"/>	Male/Female:	<input type="text"/>
Employee ID:	<input type="text"/>	Marital Status:	<input type="text"/>

2 Decide how much to pay in

I would like to increase/decrease (delete as appropriate) my contributions to the Plan to % of my pensionable salary

Your new contribution level will begin after the next available payroll run.

Don't forget: This will need to be at least the minimum contribution level as set out in your Employment Letter!

3 Your declaration

Your contributions will be made via salary exchange, unless you have opted out.

The level of Plan contributions you've requested will be considered by your employer. If they agree to this change, you'll receive a statement which outlines your new level of contributions into the Plan and your new contractual salary. If you've chosen to opt out of salary exchange, you authorise your employer to deduct contributions from your earnings, and forward on to Hymans Robertson LLP to invest into the Plan on your behalf.

Signed:	<input type="text"/>	Date:	<input type="text"/>
---------	----------------------	-------	----------------------

PLEASE RETURN YOUR SIGNED AND COMPLETED FORM TO YOUR PAYROLL DEPARTMENT

TO BE COMPLETED BY THE COMPANY

Date received by payroll: