



# Pensions

## Election to withdraw

### Confirmation of withdrawal

I hereby confirm that I wish to withdraw from the **Pensions+** salary exchange scheme and I understand that:

- My terms and conditions of employment will be amended to restore my gross contractual salary;
- I will continue to be a member of USS / UREPF / URPS (**delete as applicable**) and will resume paying my normal employee contributions;
- I will no longer benefit from any National Insurance savings available through **Pensions+**.

Signature
Forename(s)
Surname
Employee number
Date

### Important notes

- 1 If you no longer wish to be a member of one of the University's pension schemes, you should contact: Pensions Office, Room 103, Whiteknights House or e-mail [pensions@reading.ac.uk](mailto:pensions@reading.ac.uk)
- 2 If you withdraw, you will be able to re-join **Pensions+** on the 1 August annually, or if a life event has occurred. Life events include: maternity leave, marriage or civil partnership, birth or adoption, death in your family, divorce, change of working hours.
- 3 Your withdrawal will be effective from the next available salary run following receipt of this form.

### Returning this form

Completed forms should be returned to:

**HR Operations**  
**Room 110**  
**Whiteknights House**  
**University of Reading**  
**PO Box 217**  
**Whiteknights**  
**Reading, RG6 6AH**

### For HR Operations use only

Date received
Date effective
Authorised by
Date of authorisation

- Scheme transfer
- Opt out date
- Deduction element end date
- Change position T&C item auto-enrolment scheme