



## Inspired Education Workplace Pension Plans APG Salary Exchange – Opt Out Form

If you **do not** wish to participate in salary exchange, please read and sign below.

- Please exclude me from the salary exchange arrangements. I understand and agree that this means that I will **not** participate in salary exchange, thereby **not** gaining the potential advantages available from it.
- I understand that by not participating in salary exchange, I will still have the cost of my pension contributions deducted from my net pay and paid into the plan as usual.
- I confirm I am aware that, because I am opting out of salary exchange now, my opportunity to participate at a later date is not guaranteed.

Name: \_\_\_\_\_

Payroll Number: \_\_\_\_\_ NI Number: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### IMPORTANT:

If you want to participate in the salary exchange arrangements, you do not need to do anything. By not returning this form you will automatically be entered into salary exchange. You also consent to participate in the scheme and to a corresponding variation to your terms and conditions of employment.

However, if you wish to opt out of salary exchange then please return this form to HR Contact.

You will be opted out at the next available pay period.

You should retain a copy of this form for your own records.