

EMPLOYEE PENSION CONTRIBUTION INCREASE / DECREASE REQUEST FORM

Use this form to request a pension contribution change and confirm your salary exchange choice. Changes are not retrospective and will normally take effect from the next practicable payroll after approval.

1. Employee details

Employee name	
Employee / payroll number	
Company	

2. Contribution change requested. Please tick one option:

☐ Increase	☐ Decrease	☐ No rate change - salary exchange instruction only
Current employee-selected rate		_____ % of pensionable salary
New employee-selected rate		_____ % of pensionable salary
Requested effective date		_____ / _____ / _____

Important: The new rate must be at least 5%, unless you separately leave active membership through the scheme process. The Company may restrict or postpone salary exchange if it would reduce cash pay below the applicable National Minimum Wage or conflict with scheme, payroll or legal requirements.

3. Pension salary exchange instruction. Please tick one option:

☐ Continue participating in pension salary exchange
☐ Join pension salary exchange from the effective date confirmed by Payroll
☐ Do not participate in pension salary exchange; collect my contributions through the pension scheme's available non-salary-exchange method

Under salary exchange, you agree to a reduction in contractual cash salary equal to the selected amount. The Company will pay the corresponding amount to the pension scheme as an employer contribution, subject to the scheme rules and the Company's salary exchange terms.

4. Employee declaration and consent

I confirm that this information is correct and authorise the Company to implement my instruction through payroll. Where I choose salary exchange, I agree to the corresponding contractual reduction in cash salary and understand that this may affect payments or benefits calculated by reference to cash pay. This instruction will apply until I submit a further valid instruction or active membership ends.

Employee signature	
Print name	
Date	