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| **University of Edinburgh Pensions Plus** |
| **Guidance** |
| All new employees who are automatically enrolled into the University’s pension schemes (USS and NEST) are also automatically enrolled into the Pensions Plus Scheme within the University of Edinburgh. Pensions Plus is a form of salary sacrifice which allows both the employer and the employee to save on the amount of National Insurance contributions deducted from salary. Participation in Pensions Plus is voluntary and does not affect any other salary-related payments or benefits that you receive from the University such as salary increases, bonuses and overtime. Your basic state pension will not be adversely affected.  Please note that Pensions Plus is not a pension scheme, it is a salary sacrifice arrangement for the efficient deduction of pension contributions. More details can be found on the Pension webpages at [www.ed.ac.uk/pensions](https://uoe.sharepoint.com/sites/service-excellence-documents/ftp/Finance%20Specialist%20Services/Design/PE1%20Pensions%20Service%20Improvements/www.ed.ac.uk/pensions)  You should only complete this form if you do not want us to deduct your pension contributions for you through the Pensions Plus arrangement. **Why I may want to opt out of Pensions Plus** If you are a member of the Universities Superannuation Scheme (USS) and think you may leave the scheme within two years you may wish to read the factsheet on Salary Sacrifice. This factsheet can be found at:-[https://www.uss.co.uk/members/members-home/joining-the-scheme](https://www.uss.co.uk/members/members-home/joining-the-scheme%20)  Please complete and scan this form to pensionsmanager@ed.ac.uk or post the form to Pensions Office, Charles Stewart House, 9-16 Chambers Street, Edinburgh, EH1 1HT. |
| **Employee details** |
| Employee name: |       |
| Employee number: |       |
| NI Number: |       |
| **Opting Out of Pensions Plus** |
| I want to opt out of the Pensions Plus Salary Sacrifice arrangement. I understand that my National Insurance contributions will be recalculated to take account of the change. I also understand that I cannot apply to re-join the Pensions Plus arrangement until next 1 April or until a significant lifestyle/employment change occurs. |
| **Authorisation:** |
| Signed: |       |
| Date (DD/MM/YYYY): |       |
| **Please note this form is to opt out of the Pensions Plus salary sacrifice arrangement only and should not be used for any other purpose. Completing this form will not opt you out of pensions savings.**  |