**Notice to Opt-out or Withdraw from ULPF**

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| **Your details** |  |  |  |
| Forename |  Click or tap to enter text. | Surname | Click or tap to enter text. |
| Date of birth | Click or tap to enter text. | Staff Number | Click or tap to enter text. |
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| Is this the first time you have requested to leave or not join ULPF? | Yes |[ ]  No |[ ]
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| Main reason for opting out or withdrawing (please only select one): |
| I’m already contributing to another pension scheme |[ ]
| I can’t afford it right now |[ ]
| I don’t think ULPF offers valuable benefits for me |[ ]
| I think I’m too old / too young to pay into a pension |[ ]
| I don’t intend to work at the University for long |[ ]
| I work part time  |[ ]
| I’m employed on a fixed term contract |[ ]
| I don’t think I have sufficient understanding of ULPF benefits |[ ]
| Other (please specify) | Click or tap to enter text. |
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| **What you need to know** |
| * Your employer cannot ask you or force you to opt out.
* If you are asked or forced to opt out, you can tell the Pensions Regulator – see [www.thepensionsregulator.gov.uk](http://www.thepensionsregulator.gov.uk)
* If you change your mind, you may be able to opt back in – contact the University’s Pension Team if you want to do this.
* If you stay opted out your employer will normally put you back into pension saving in around three years.
* If you change your job your new employer will normally put you back into pension saving straight away.
* If you have another job, your other employer might also put you into pension saving, now or in the future.
* This notice only opts you out of pension saving with the employer you name above. A separate notice must be filled out and given to any other employer you work for if you wish to opt out of that pension saving as well.
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| **At the date of returning this form to the Pensions Team:** | **Select** |
| **1** | I have been a member of ULPF for less than three months (if this is the case, your contributions will be refunded to you in the next available payroll run) |[ ]
| **2** | I been a member of ULPF for less than 2 years and I wish to receive a refund of my contributions less deductions  |[ ]
| **3** | I been a member of ULPF for 2 or more years’ service and I wish to defer my benefits |[ ]
| **4** | I been a member of ULPF for more than three months and wish to transfer my benefits to another pension arrangement |[ ]
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| **Declaration** |
| * I wish to opt out of pension saving with ULPF.
* I understand that if I opt out, I will lose the right to pension contributions from my employer.
* I understand that if I opt out, I may have a lower income when I retire.
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| **Signed** | Click or tap to enter text. | **Date** | Click or tap to enter text. |
| Once completed, please save this form and email it back to the Pensions Team.Please note that we are able to accept a typed signature only if this form is then returned to **pensions@liverpool.ac.uk** from a University of Liverpool email address.If you wish to print your form, please return it to: The Pensions TeamHuman ResourcesThe University of Liverpool502 Teaching Hub150 Mount PleasantLiverpoolL69 3GD |
| **Data Protection Statement** The Trustee collects personal information about you and uses this to calculate and pay your benefits under ULPF and to administer ULPF as a whole. The Trustee is required to keep this information secure and to process it in accordance with the data protection laws. The Trustee may share your information with the University of Liverpool and third parties in relation to the administration of ULPF, including professional advisers and other service providers. However, it will not be shared with third parties for marketing purposes. Further details about how your personal information is collected and used are included in the ULPF Privacy Notice which can be found at [**www.liverpool.ac.uk/hr/pensions/ulpf/documents**](http://www.liverpool.ac.uk/hr/pensions/ulpf/documents)  |