



**NOTICE TO OPT INTO THE ULPF CARE SECTION**

**Employee Details**

Mr/Mrs/Ms/Miss (please circle) Full Name: \_\_\_\_\_

Staff Number: \_\_\_\_\_ N.I. Number: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Marital Status \_\_\_\_\_

**Spouse/Partner/Civil Partner Details**

Mr/Mrs/Ms/Miss (please circle) Full Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

**Employment Details**

Occupation: \_\_\_\_\_ Full/Part time (please delete)

Date Joined University: \_\_\_\_\_

Date Joined Pension Scheme will be the first day of the next payroll period following receipt of this form

I hereby apply to join the CARE Section of the University of Liverpool Pension Fund (ULPF). I authorise the University of Liverpool to deduct from my salary the appropriate amount of pension contributions as prescribed by the rules of ULPF. I also fully understand that the benefits to be provided for me shall be those prescribed by the rules of ULPF from time to time in force and that the rules are binding upon me.

If you are applying to join ULPF six or more months after you became employed at the University you will not be covered for the lump sum death benefit until approval has been received from the insurance company with whom ULPF insure the lump sum death benefit. Please email [pensions@liv.ac.uk](mailto:pensions@liv.ac.uk) or telephone the Pensions Team on 795 4674 to obtain the appropriate form.

On joining ULPF you will automatically pay your pension contributions through the Pensions Plus arrangement which is the University's salary sacrifice arrangement for pension contributions. If you wish to opt out of Pensions Plus you will need to request a form from the Payroll Team in the Human Resources Department. Further details can be found at [www.liv.ac.uk/hr/payroll/pensions-plus](http://www.liv.ac.uk/hr/payroll/pensions-plus)

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).

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

**For Office use only**

Member's wishes Form completed Y/N  
Death benefit Form completed Y/N

Signed: \_\_\_\_\_ Date: \_\_\_\_\_