

## Defined Contribution Opt In Notice

Upon completion, return this notice to your employer, who will validate and action<sup>1</sup>

Please do not send this form to TPT.

### Member details

Your full name: .....

Your organisation name: .....

Date of Birth: .....

**OR** National Insurance Number: .....

Your registered email address: .....

Contact telephone number: .....

#### I wish to opt in to pension saving.

Please make arrangements for me to become an active member of the default scheme for my employer.

I understand that, unless I withdraw this notice before my enrolment date, I will become an active member of the Scheme from that time.

I hereby authorise deductions from my earnings for any contributions that I have to make to the default scheme as a condition of my membership.

Signed: ..... Date: .....

Name: .....

For more information go to page 2.

**1. Note for employers:** Once received, add the employees' details to the 'AE Members Template' and email Record Keeping [aerecordkeeping@tpt.org.uk](mailto:aerecordkeeping@tpt.org.uk).

Personal data which is held will be processed in line with data protection laws. For more information see

[www.tpt.org.uk/privacy-policy](http://www.tpt.org.uk/privacy-policy).  
The Data Controller is TPT Retirement Solutions Ltd.

## What you need to know

The enrolment date will be the first day of the pay reference period following receipt of this notice or, if the payroll has already been closed for that next pay reference period, it will be the first day of the second pay reference period after the notice is received.

To be categorised as an eligible or non-eligible jobholder, you must be between the ages of 16 and 75 and earn over £6,240\*.

If you are categorised as an eligible or non-eligible jobholder, you may choose to opt out during the month long opt-out window. If you choose to opt out, you will be classed as a non member and any deductions will be refunded by your employer.

If you are categorised as an entitled worker due to being aged between 16 and 75, and earning less than £6,240\*, you may choose to leave the Scheme; however, you are not able to opt out as above.

If you have another job, your other employer also might put you into pension saving, now or in the future. This notice only opts you in to pension saving with the employer you have named in this form. A separate notice must be obtained, completed and returned to any other employer you work for if you wish to opt in to that pension saving arrangement as well.

\*Figures are based on the tax year 2020/21.