



University of Oxford Staff Pension Scheme

Application to withdraw from OSPS (whilst remaining in pensionable employment)

Please complete this form in full by using BLOCK CAPITALS. If you are working for the University please send the completed form to the Pensions Office, otherwise send it to your employer.

Note to employer: this form is only to be used if the employee has been a member of OSPS for *more* than 3 months and remains in your employment. Once the last pay period has been processed this form should be attached to form OPT3 and sent to the Pensions Office. Please do not refund contributions through the payroll.

You can take the employee at the end of the most immediate convenient pay period, which could be the end of the previous pay period.

Employer

To be completed by the employee

Title

Surname

Forenames

NI Number

Date of birth

Gender

Job title

Home address

Internal telephone number

Email address

Reason for opting out (please tick all that apply):

Too expensive

☐

Do not want a pension

☐

Short-term contract

☐

Other reason

I hereby give notice of my intention to withdraw from OSPS. I understand that the date of withdrawal will be the end of the most immediate convenient pay period not the date on which this form is signed.

I confirm that I am in possession of a copy of the OSPS member's explanatory handbook which sets out the benefits of the scheme. I further confirm that I am fully aware of the consequences of withdrawing from OSPS upon my own, my family's and my dependants' prospective benefits from the scheme – in particular the impact upon ill health retirement and death in service benefits.

I authorise my employer to cease deducting OSPS contributions from my salary with effect from the most immediate convenient pay period.

Signed

Date

You are strongly recommended to discuss your application to withdraw from OSPS with a member of the staff of the University Pensions Office (tel (6)16020) and/or an independent financial adviser before completing this form.

Further information regarding your options (in respect of the contributions paid and/or benefits accrued during your membership of OSPS) will be sent to you by the Pensions Office as soon as possible.

OSPS use only

Date of withdrawal

OPT2/Jan17

OSPS Reference

SA