

PENSIONSPLUS

Opt-out Form

You should only complete this Form if you do not wish to participate in the pension salary sacrifice scheme ('Pensions Plus').

I have read and understood the documentation outlining and explaining the financial benefit to be gained from the operation of the pension salary sacrifice scheme 'Pensions Plus', introduced by the Company on **1 October 2018**.

I confirm that I wish to opt-out of the pension salary sacrifice scheme 'Pensions Plus' and, as a result of my decision, I understand that I will not be able to gain any financial benefit available from it.

I am aware that, by opting out now, I will only be given the opportunity to join the pension salary sacrifice scheme in the future if a 'lifestyle change' significantly alters my financial circumstances.

I understand that if I wish to participate in the pension salary sacrifice scheme 'Pensions Plus' at any point in the future, I will need to complete and return to OneHR the pension salary sacrifice scheme 'Pensions Plus' Opt-in Form.

Name	
Job title	
Payroll number	
Signature	
Date	

Please ensure that you retain a copy of this Form for your records.

The original must be sent to:

OneHR – Payroll Department
Heathrow Business Support Centre
Carlson House
Mossland Road
Hillington
G52 4XZ

Forms received after payroll cut-off date each month will not be processed until the following payroll month.

For OneHR use only	
Date received	
Date processed	