



## Church of Scotland Pension Plan Change in Contributions Form

Please ensure that you have read the WorkSave Pension Plan Key Features document, as it contains important information. If there is anything you do not understand, please contact the Legal & General helpline on 0345 070 2628. The helpline is open from 8.30am to 7pm Monday to Friday and 9am to 12 midday on Saturday.

This is my request and authority to change my contributions to the Church of Scotland Pension Plan from the next available payroll opportunity.

Please note this form can only be used once a year as changes to employee contribution rates can only be made on an annual basis.

### Contributions

I authorise my employer to reduce my Pensionable Pay\* by the percentage I have indicated below, and pass these contributions to Legal & General to be invested into my account within the Church of Scotland Pension Plan.

I would like to contribute  % of my gross Pensionable Pay to the Church of Scotland Pension Plan.

I understand that the rate of my personal contributions may influence the rate of employer contribution that will be paid into my account within the Church of Scotland Pension Plan.

This instruction replaces my existing pension contribution agreement from the next available payroll opportunity.

\* Pensionable pay is defined by as basic pay.

### Pension Flex

By choosing to contribute to the Pension Plan you agree to this being operated under our PensionFlex arrangement. This is a more efficient way to make contributions to the Pension Plan. If you do not wish to participate in the PensionFlex arrangements and take advantage of the benefits this offers please tick the box below. On receipt of this we will ensure that your pension contributions are deducted via payroll and subject to relevant deductions as required.

Signed:

Date:

Print full name:

Payroll Number:

Please return your fully completed form to: Payroll Department, Church of Scotland, 121 George Street, Edinburgh, EH2 4YN