

[The University of Edinburgh Staff Benefits Scheme \(SBS\)](#)

Notice to Opt Out of Pension Saving

This form applies to the University of Edinburgh Staff Benefits Scheme (SBS) only

This form is the notice for withdrawal from SBS whilst remaining in pensionable employment at the University of Edinburgh. If you want to opt out of pension saving, fill in this form and send it to the Pensions Office, Charles Stewart House, 9-16 Chambers Street, Edinburgh, EH1 1HT or email it to pensionsmanager@ed.ac.uk

Please complete this form using **BLOCK CAPITALS**

Title:	Surname:
Forename:	Date of Birth:
National Insurance Number:	Payroll Reference (staff) Number:
Reason for Opt out:	

What you need to know

- The University cannot ask you or force you to opt out. If you are asked or forced to opt out, you can tell The Pensions Regulator – see www.thepensionsregulator.gov.uk
- If you change your mind, you may be able to opt back in – you will need to complete an application form to do this – see www.ed.ac.uk/pensions
- You may be re-enrolled into NEST at the next enrolment date. For more information visit www.ed.ac.uk/finance/pensions/auto-and-re-enrolment
- If you change job within the University you will normally be put back into pension saving for that new contract.

Declaration by member

- I wish to opt out of pension saving with SBS.
- I understand that if I opt out, I will lose the right to pension contributions from the University as employer.
- I understand that if I opt out, I may have a lower income when I retire.
- I understand that opting out may reduce the benefits available should I become incapacitated and the benefits available to my spouse/partner/dependants should I die.

Signed:

Date:

The Scheme takes its obligations under the General Data Protection Regulation (GDPR) seriously and has appropriate procedures in place to ensure your personal data and rights are protected. The information provided on this form will be used for the purpose of administering your pension. Where necessary, we may disclose this information to third parties, for example, legal advisers. Please ensure any other persons named on this form are made aware that their information will be submitted to us for these purposes. To find out more about how we collect and process your personal data and protect your privacy please visit our webpages at <https://www.ed.ac.uk/finance/pensions/scheme-details/sbs/privacy-notice-for-sbs-members>