

# CONTRIBUTION CHANGE FORM



## PERSONAL DETAILS (Please complete in BLOCK CAPITALS)

Full name \_\_\_\_\_ Company location \_\_\_\_\_  
NI number \_\_\_\_\_ Personnel number \_\_\_\_\_  
Employing company \_\_\_\_\_ Email \_\_\_\_\_

You are able to change your contributions by giving one month's notice at any time.

### Increasing your contributions

I wish to increase my contribution rate from  % to  % with effect from        
(Please ensure you give at least one month's notice)

### Reducing your contributions

I wish to reduce my contribution rate from  % to  % with effect from        
(Please ensure you give at least one month's notice)

**Please note, your Employer will only match contributions on a two-for-one basis up to a maximum of 5% employee/10% Employer.**

If I have previously opted into Smart, I agree to sacrifice the percentage of my pensionable salary indicated above. If I have previously opted out of Smart, I agree to pay the percentage of my pensionable salary indicated above via salary deduction. I authorise my Employer to adjust my earnings or deduct contributions and the Trustees to invest the contributions in accordance with my investment instructions.

Signature

Date

### Please return this form to:

Leonardo FuturePlanner, XPS Administration, Albion, Fishponds Road, Wokingham, Berkshire RG41 2QE  
FuturePlanner Hotline: 0118 467 5900  
FuturePlanner Mailbox: FuturePlanner@xpsgroup.co.uk