

CONTRIBUTION CHANGE FORM



The easiest way to change your contribution rate is to log in to your FuturePlanner account at www.mypension.com/futureplanner

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. Please note you can only pay in whole percentage rates.

Increasing your contributions

I wish to increase my contribution rate from % to % with effect from 0 1
(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 0 1
(Please ensure you give at least one month's notice)

Please note, your Employer will pay Match Plus contributions up to a maximum of 15% (8% employee/ 15% Employer). You can pay in up to 100% of your taxable earnings. However, if you wish to pay using Smart, your salary cannot fall below the National Living Wage.

ANNUAL ALLOWANCE

The Government limits the amount of tax-efficient pension savings you can make in a year with the Annual Allowance. For the 2024/25 tax year, the standard Annual Allowance is £60,000 (this might be lower for some people). The value of all the contributions paid into FuturePlanner by you and your Employer count towards the allowance. If you exceed the Annual Allowance, you may need to pay tax.

For more details, please see the Annual Allowance factsheet in the library on our website - www.futureplanner.co.uk - and read the guidance on the Government website (www.gov.uk/tax-on-your-private-pension/annual-allowance)

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 Trustee to invest the contributions in accordance with my investment instructions. I understand that if I pay contributions through Smart and my salary falls below the National Living Wage, the payroll administrator will automatically take me out of Smart.

Signature

Date

Please return this form to:

Leonardo FuturePlanner, XPS Administration, PO Box 562, Middlesbrough, TS1 9JA
FuturePlanner Hotline: 0118 467 5900
FuturePlanner Mailbox: FuturePlanner@xpsgroup.com