

**The University of Sussex**  
**Salary Exchange Opt In Form**

**I WISH TO OPT IN** to Salary Exchange with effect from 1<sup>st</sup> November 2012.

1. I understand that by joining Salary Exchange I will no longer make employee contributions to my pension scheme; instead the University will make the contributions to the pension scheme on my behalf, through Salary Exchange.
2. By participating in Salary Exchange, I am agreeing to give up the part of my gross basic salary which I would otherwise contribute to the pension scheme, in exchange for the University making the same level of pension contributions on my behalf.
3. I understand that my gross salary will be reduced accordingly.
4. I understand that this change will represent a change to my contract of employment with the University.
5. I confirm that I am aware that, by opting in to Salary Exchange, I will not be able to opt out until the anniversary date, ie 1 November annually. The exception would be if a "lifestyle event" occurred.

I hereby agree to vary my terms and conditions of employment by opting in to Salary Exchange from the above date.

<b>Name:</b>	
<b>Payroll number:</b>	
<b>School / Division:</b>	
<b>Signature:</b>	
<b>Date:</b>	

Date received by HR:	
Effective date of opt-in:	
Decision recorded by:	
Date decision recorded:	

**Please return this form to the Payroll Department, Room 338, Sussex House.**

Please take a copy of the completed form for your own records.