

# Notice to withdraw from pension saving after three months

Please complete this form using BLOCK CAPITALS

## Notice for withdrawal from USS whilst remaining in pensionable employment at an institution.

Use this form where a member wishes to leave the scheme three months after joining it. The completed form should be retained by the employer, not forwarded to USS.

### Member Details

Title \_\_\_\_\_ Surname \_\_\_\_\_

First Names \_\_\_\_\_

National Insurance number \_\_\_\_\_ Date of withdrawal

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Institution \_\_\_\_\_

### What you need to know

- Your employer cannot ask you or force you to withdraw from the scheme.
- If you are asked or forced to withdraw, you can tell The Pensions Regulator: see [www.thepensionsregulator.gov.uk](http://www.thepensionsregulator.gov.uk)
- Employers have a statutory duty that applies to them every three years to automatically re-enrol qualifying employees who have withdrawn from pension saving. This will not apply to you when your employer's next three yearly duty applies if you withdrew in the 12 months before that date.
- If you change job your new employer will normally put you back into pension saving straight away.
- If you have another job, your other employer might also put you into pension saving, now or in the future. This notice only withdraws you from a pension saving with the employer you name above. A separate notice must be filled out and given to any other employer you work for if you wish to withdraw from that pension saving as well.
- You will cease to be able to take flexible retirement from the date of your withdrawal.
- Your date of leaving will be the end of the month after the 28 days' notice expires, and your final contribution will be deducted from your pay for that month.

Is this the first time you have chosen to leave, or not join, the USS pension scheme? **Yes / No**

Main reason for withdrawing from USS (please select one):

- I am affected by tax restrictions (e.g. annual or lifetime allowance)
- I am already contributing to another pension scheme
- I can't afford it right now
- I don't think the scheme offers valuable benefits for me
- I am saving for retirement via other means (e.g. property, investments)
- I do not intend to stay in the UK and am concerned about accessing USS benefits overseas
- I do not intend to work in academia for long
- I work part time or on a variable hours contract
- I am employed on a fixed term contract
- I do not feel I have sufficient understanding of the scheme benefits
- Other (please specify) \_\_\_\_\_

**Declaration by member**

I hereby give 28 days' notice of my intention to withdraw from USS with effect from the date of withdrawal. I confirm that I have read and understood the Important notes and What you need to know as detailed above.

Members Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**Declaration by employer**

I can confirm that the above named member is withdrawing on the stated date.

Employers Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**Data Protection**

Universities Superannuation Scheme Limited 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. Your personal data will only be used for the purpose of administering the Scheme. Where necessary we may disclose your personal data to your employer and our appointed third parties. We will retain your personal data for no longer than is necessary in line with our policies. Find out more about how we collect and process your personal data, protect your privacy, and how you can contact our data protection officer, by visiting [www.uss.co.uk/public/privacy-notice](http://www.uss.co.uk/public/privacy-notice). For a glossary of our terms please see more information on our [important terms](#) page.

