

## Investment Builder Choice Form for new joiners

Please complete this form in full by using BLOCK CAPITALS and by ticking the appropriate boxes. Please send the completed form to the Pensions Office.

Department or College

### Personal details

Title	<input style="width: 80%; height: 20px;" type="text"/>	Surname	<input style="width: 95%; height: 20px;" type="text"/>		
Forenames	<input style="width: 95%; height: 20px;" type="text"/>				
NI Number	<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>
	Date of birth			<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>
				Gender	<input style="width: 20px; height: 20px;" type="text"/>
Job title	<input style="width: 95%; height: 20px;" type="text"/>				
Employee number	<input style="width: 250px; height: 20px;" type="text"/>			Date of joining	<input style="width: 150px; height: 20px;" type="text"/>
Internal telephone number	<input style="width: 100px; height: 20px;" type="text"/>	Email address	<input style="width: 350px; height: 20px;" type="text"/>		

I have recently joined OSPS and I agree to comply with and be bound by the Rules from time to time in force. I understand that, if the date of joining is later than the date that my pensionable employment commenced, my acceptance into membership of OSPS may be subject to certain special terms and conditions. I understand that the Trustees of OSPS and their advisers and administrators will need to process personal data about me for the purpose of calculating my benefits and administering OSPS. I consent to this processing of this personal data.

### Tier Selection

I authorise my employer to deduct from my salary, with effect from the date of joining or the next available pay period, the contributions for the tier I select below. I understand that contributions will be deducted automatically from my first monthly payslip even if I do not return this form.

I also understand that if I do not make a choice, select more than one tier or return the form after the first three months, I will be put in to Tier 2 with effect from my first monthly payslip.

I further understand that if I have changed employers within the last month I will be put in the same tier I was in previously, that I will not be able to change tier until the following October or April and that contributions cannot be adjusted in a previous tax year.

Are you currently a member of OSPS elsewhere or have you been a member of OSPS in this tax year?

I wish to contribute to	Tier 3 (8%) plus 10% from employer	<input type="checkbox"/>	Tick one box only (Your choice may not be valid if you have changed employers within the last month)
	Tier 2 (6%) plus 8% from employer	<input type="checkbox"/>	
	Tier 1 (4%) plus 6% from employer	<input type="checkbox"/>	

Signed	<input style="width: 95%; height: 45px;" type="text"/>	Date	<input style="width: 95%; height: 45px;" type="text"/>
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