

## Notification of member leaving employment

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

Employer

### To be completed by the employer

Title

Surname

Forenames

Address

  
  


Postcode

Home email address

Leaving Date

 /  / 

NI Number

Transfer within OSPS to

Cost Plan or Tier	Tax year of leaving	Tax year before leaving
	<i>Lower / Standard / Higher/ Tier 1 / Tier2 / Tier 3</i>	<i>Lower / Standard / Higher/ Tier 1 / Tier2 / Tier 3</i>
Employee's contributions (SalEx)	£	£
Employer's contributions (SalEx)	£	£
Employee's contributions (Non-SalEx)	£	£
Employer's contributions (Non-SalEx)	£	£
AVCs (not Prudential)	£	£

### Salary changes in tax year of leaving and tax year before leaving

(WTE stands for whole time equivalent)

Please include periods of unpaid leave as a change to zero pay

Date of change	Annual Salary	Hours worked	WTE hours	Annual WTE salary
/ /	£			£
/ /	£			£
/ /	£			£
/ /	£			£

I confirm, on behalf of the employer, that to the best of my knowledge, the information given on this form is true and complete.

Signed

  
  


Date

Name

Position