



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 []

Leaving Date [] / [] / [] NI Number [] [] [] [] [] [] [] []

Transfer within OSPS to []

Table with 3 columns: Cost Plan or Tier, Tax year of leaving, Tax year before leaving. Rows include Employee's and Employer's contributions (SalEx and Non-SalEx) and 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

Table with 5 columns: Date of change, Annual Salary, Hours worked, WTE hours, Annual WTE salary. Rows for salary changes.

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 [] Name [] Position []

Date []