



University of Oxford Staff Pension Scheme

Application to withdraw from OSPS Investment Builder (only to be used if opt out deadline on Legal and General starter letter has passed)

Please complete this form in full by using BLOCK CAPITALS. If you are working for the University please send the completed form to the Pensions Office, otherwise send it to your employer. **DO NOT USE THIS FORM TO OPT OUT OF THE SCHEME FROM THE START.**

Note to employer: this form is only to be used if the employee has been a member of OSPS, is no longer eligible to opt out via Legal and General and remains in your employment. Once the last pay period has been processed this form should be sent to the Pensions Office. **PLEASE DO NOT REFUND CONTRIBUTIONS THROUGH THE PAYROLL.**

You can take the employee out at the end of the most immediate convenient pay period, which could be the end of the previous pay period. Please send this form together with form OPT3.

Employer

To be completed by the employee

Title Surname

Forenames

NI Number Date of birth / / Gender M / F

Job title

Home address

Internal telephone number Email address

I confirm that the opt out deadline given on my starter letter from Legal and General has passed.
I understand that I will NOT get a refund of contributions by completing this form.

IF THE DEADLINE HAS NOT PASSED YOU SHOULD OPT OUT THROUGH L&G AS INSTRUCTED ON THEIR LETTER.

Reason for opting out (please tick all that apply):

Too expensive Do not want a pension Short-term contract

Other reason

I hereby give notice of my intention to withdraw from OSPS. I understand that the date of withdrawal will be the end of the most immediate convenient pay period not the date on which this form is signed.

I confirm that I have received a starter letter from Legal and General and am aware of the benefits offered by Investment Builder. I further confirm that I am fully aware of the consequences of withdrawing from OSPS upon my own, my family's and my dependants' prospective benefits from the scheme – in particular ill health retirement and death in service benefits.

I authorise my employer to cease deducting OSPS contributions from my salary with effect from the most immediate convenient pay period.

Signed Date

Further information regarding the benefits accrued during your membership of OSPS Investment Builder will be sent to you by Legal and General.

OSPS use only

Date of withdrawal / /

OPT2(DC)/May19 OSPS Reference