

**The University of Nottingham
Contributory Retirement Savings Plan
Employee Authorisation Letter**

To The University of Nottingham

This is my request and authority to join The Contributory Retirement Savings Plan.

I authorise The University of Nottingham to arrange for me to join the above scheme and to pass any information about me, which might reasonably be required to set up an arrangement for me under the Scheme to Legal & General Assurance Society Limited.

I authorise The University of Nottingham to deduct from my pay the contributions payable by me under the scheme and to forward them to Legal & General Assurance Society Limited.

Step 1 - Please Complete Home Address

This address will be used for all correspondence Legal & General will send to you in respect of your pension plan

Step 2 – Choosing Investment Funds

I understand that the contributions will be invested into the default fund for the scheme. This is the **Global Equity Fixed Weights (50:50) Index Lifestyle Profile**. Once the first contribution has been taken from your payslip you may wish to take a more cautious or more aggressive approach. Further details of these options regarding investment choices are available from the Legal & General website at <http://www.legalandgeneral.com/workplacebenefits/employees> . From this page you should select "Your Scheme Website" from the options on the right hand side and the password to access is LECTURE in upper case.

I understand that I will be able to alter the fund selection by contacting L&G once my plan has been set up and the first contributions allocated to my account.

Step 3 - Authorisation

The default pension date for the scheme is 65. I understand that I can alter this age, within legislative restrictions, once my plan has been set up.

Until further notice, I authorise you to deduct:

3% of my gross monthly salary

Please note that the University of Nottingham's contribution will be 6% of the gross monthly salary

After the first contribution has been deducted from your payslip, you can elect to increase your contribution. If you do this the University of Nottingham's contribution will be double your contribution up to a maximum of 10%

Signed..... Date (dd/mm/yy):.....

Print name (in full please):

**National Insurance
Number:**

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Once completed please return all this letter to –

The Pensions Administrator, Room C25, 2nd Floor, The University of Nottingham, Kings Meadow Campus, Nottingham. NG7 2NR