

## Public Sector Pensions Authority GUS3 Opt Out Form

### Isle of Man Government Unified Scheme 2011 (the Scheme)

You are able to opt out of the scheme using this form. This means you will not be a member of the Scheme for this employment and will cease to accrue further pension benefits on this assignment, or pay any pension contributions. Once you opt out, you can only opt back in once.

#### Section 1 – About Yourself

<b>Title (Mr/Mrs/Miss/Ms/Etc)</b>	
<b>Full Name</b>	
<b>Previous Surname (if applicable)</b>	
<b>Address</b>	
<b>Scheme Number (if known)</b>	
<b>National Insurance Number</b>	
<b>Date of Birth</b>	
<b>Current Employer and Location</b>	

#### Section 2 – Declaration *please tick and sign below*

By signing below, I declare that:

- I have read the notes on page 3 of this form and the related factsheet and I am in full knowledge of the potential benefits to me of remaining in the scheme.
- I wish to opt out** of the Scheme and **I do not wish** to remain an Active member of the Scheme for this employment. I understand that in doing so I am instructing my employer to cease deducting pension contributions and I am giving up my rights to accrue further benefits from the Scheme in respect of this employment.
- When this election takes effect I understand that my employment will no longer be pensionable under the Scheme and I lose the right to pension contributions from my employer.
- I understand that if I have calendar length service of less than two years (unless that service includes benefits transferred in from another scheme) I will receive a refund of contributions (less tax and national insurance); otherwise my accrued pension benefits will be preserved and cannot be claimed until I have left this employment and have attained the earliest pensionable age for the Scheme.
- I understand that either my employer and/or the PSPA will retain a copy of this form for their records.

<b>Signature</b>	
<b>Date</b>	

**Section 3 – To be completed by your Employer’s Pay Office**

The section below is to be completed by your employer’s payroll office, located at the address on page 3.  
**Do not return to the PSPA.**

<b>Date opt out form issued to employee</b>			
<b>Date opt out form received from employee</b>			
<b>Date current period of employment commenced</b>			
<b>Date current period of scheme membership commenced</b>			
<b>Employee last day of scheme membership</b>			
<b>Employee payroll/assignment number</b>			
<b>Has the member paid contributions in this employment?</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO		
<b>Was this form received within the first 3 months pay period without crossing a financial year end?</b>	<table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <p>» YES</p> <p>Please refund any contributions via the payroll system and provide the following:</p> <p>Amount Refunded: £</p> <p>GL Code paid into:</p> <p>Payroll run date:</p> </td> <td style="width: 50%; vertical-align: top;"> <p>» NO</p> <p>The PSPA will pay any refund due on receipt of:</p> <p>A leavers option form</p> <p>An application for a refund of contributions</p> </td> </tr> </table>	<p>» YES</p> <p>Please refund any contributions via the payroll system and provide the following:</p> <p>Amount Refunded: £</p> <p>GL Code paid into:</p> <p>Payroll run date:</p>	<p>» NO</p> <p>The PSPA will pay any refund due on receipt of:</p> <p>A leavers option form</p> <p>An application for a refund of contributions</p>
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<b>Date Gen 1.12 and leaver options form forwarded to PSPA</b>			
<b>Completed by:</b>			
<b>Name and Designation:</b>			
<b>Employing Authority Name and Address</b>			
<b>Signature</b>			
<b>Date</b>			

## Pension Scheme Opt Out Form – Guidance Notes for Applicants

### Please read these notes carefully:

- » You should only complete this form if you do not wish your future employment to be pensionable under the Isle of Man Government Unified Scheme 2011, and you are either:
  - Currently in employment which is pensionable under those regulations; OR
  - You are intending to take up such employment in the future.
- » The election will have effect from either of the following:
  - If you complete the form within three months after taking up an appointment in employment which would be pensionable under the Scheme, the first day of that employment.
  - The first day of the month following the date you sign the form.

You will be notified as soon as the election has been processed.

- » If you have multiple employments and pension memberships, please make sure you tell us the correct membership that you wish to opt-out from.
- » Any service you do complete after the date the election takes effect will not be pensionable under the Scheme Regulations. The election will not, however, affect any pension rights you have built up in respect of employment completed before the date on which it takes effect.
- » If at any time in the future you wish to consider coming back into the Scheme you can obtain further information about the conditions for re-joining the Scheme by contacting the PSPA. Please note, you are only able to opt back in to the Scheme once.
- » If you change your job your new employer might put you back into the pension scheme straight away. If you have another job your other employer might also put you into the pension scheme, now or in the future. This notice only opts you out of the membership for the pension scheme with the employer and employment you have named on the previous page. A separate notice must be filled out and given to any other employer you work for if you wish to opt out of that pension scheme membership as well.
- » Please complete Sections 1 and 2, before returning it to your employer's payroll office, at the address below for completion of Section 3. Failure to do this may result in a delay in your pension contributions being stopped. **Please do not return the form to the PSPA.** With the exception of the MEA staff, Practitioners and GP Practice Staff, your employer's payroll team are located at:

**Payroll Shared Services, Illiam Dhone House, 2 Circular Road, Douglas, Isle of Man, IM1 1AG.**

- » **Note to employers only:** Upon receipt of this form from your employee, action opt-out decision and complete Section 3 in full and then return the completed form to the PSPA.

**How we use your information:** The PSPA will use the information that you have provided on this form for administering your Scheme membership and processing payment of your pension benefits. We may share your information to administer and pay your pension, enable us to prevent and detect fraud and mistakes, or as required by law. For more information about whom we share your information with and how long we keep your personal data and your rights, please refer to our Privacy Notice on our website at [www.pspa.im](http://www.pspa.im)

### Where can I find more information?

You can find more information using the resources on our website at [www.pspa.im](http://www.pspa.im)