

Coats DC Pension Scheme

Change Pensions Contributions Form



Important

Other than at the time of joining, or at the discretion of the Company, you can usually only make changes to your contributions once a year (in May) unless you have a change in personal circumstances deemed a 'lifestyle event'. For more information on this please see the Pension Salary Exchange (PSE) booklet, available online at coatspensions.co.uk/dc

When should you use this form?

Please complete this form if you are a member of the Coats DC Pension Scheme and you would like to change the level of contributions you pay. You will not be able to reduce your contribution below any minimum set out in communications from the Company, but otherwise you can contribute up to a maximum of 100% of your salary. It is recommended that any changes are made with the Lifetime and Annual Allowance limits in mind. If you wish to **leave** the DC Scheme altogether, you should complete a leaver form.

Please complete this form using BLOCK CAPITALS and return it to Coats Pensions Office.

Member Details

Title	Surname	Forenames																																			
_____	_____	_____																																			
Date of birth	National Insurance number	DC Scheme Number (leave blank if unknown)																																			
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I wish to amend my **ongoing** contributions to _____ % of my basic salary **each month** (I understand that if this is below any minimum contribution level set by the Company, my contribution rate will be set at the minimum level).

OR

I wish to make a **one-off** contribution of £_____ from my _____ (month) salary.

Declaration by member:

- I confirm that I'd like to change my contributions as stated above.
- I understand that my contributions will be made through Pension Salary Exchange (PSE), unless I have also completed and submitted a PSE withdrawal form or my pay is less than the minimum requirements. If I am not able to participate in PSE due to my Actual Pay falling below the National Minimum Wage or the Primary Earnings Threshold for NI contributions, I understand that you will contact me to let me know the next steps.

Signed	Date
_____	_____

Please note that it may take up to 30 days to process your request.

If you wish to change where your contributions are invested, or if you have any questions about your pension, please contact Standard Life on 0800 634 7479, or visit the website at:
www.standardlifepensions.com/gfrp

**Please return by e-mail to: pensions.services@coats.com,
or by post to: Coats Pensions Office, Cornerstone, 107 West Regent Street, Glasgow, G2 2BA**