

# Opt in form for The Creative Pension Trust

If you want to opt in to pension saving with your employer's Automatic Enrolment pension scheme, please fill in this form and give it to your employer. A copy must also be forwarded to us at the address shown below.

## A. Your Details

<b>Employer Name</b>	<input type="text"/>					
<b>Surname</b>	<input type="text"/>				<b>Title</b>	<input type="text"/>
<b>Forename (s)</b>	<input type="text"/>					
<b>Date of Birth (DD MM YY)</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Email</b>	<input type="text"/>					
<b>NI Number</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

## B. What you need to know

- The enrolment date will be the 1st day of the pay reference period following receipt of this notice or, if the payroll has already been closed for that next pay reference period, it will be the first day of the second pay reference period after the notice is received.
- To be categorised as an eligible or non-eligible jobholder, you must be between the ages of 16 and 75 and earn over £5,824\*.
- If you are categorised as an eligible or non-eligible jobholder, you may choose to opt out during the month long opt out window. If you choose to opt out, you will be classed as a non member and any deductions will be refunded by your employer.
- If you are categorised as an entitled worker due to being aged between 16 and 75, and earning less than £5,824\*, you may choose to leave the Scheme; however, you are not able to opt out as above.
- If you have another job, your other employer also might not put you into pension saving, now or in the future. This notice only opts you in to the Creative Pension Trust with the employer you have named above. A separate notice must be obtained, completed and returned to any other employer you work for if you wish to opt in to that pension saving arrangement as well.
- In the future if you earn more than £192 per week (or £833 per month) or turn 22, and you have not joined the scheme, you will be automatically enrolled and you will be told when this has been done.

\*Figures are based on the tax year 2016/17.

## C. Declaration by Employee

1. I confirm I personally submitted this notice to join a workplace pension scheme.
2. I wish to opt in to the Creative Pension Trust.
3. Please make arrangements for me to become an active member of the Creative Pension Trust for my employer.
4. I understand that, unless I withdraw this notice before my enrolment date, I will become an active member of the Creative Pension Trust from that time.
5. I hereby authorise deductions from my earnings for any contributions that I have to make to the Creative Pension Trust as a condition of my membership.

<b>Signature</b>	<input type="text"/>					
<b>Date</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Please send a copy of this form to:  
The Help Desk, The Creative Pension Trust, 2 Cherry Orchard Road, Croydon, CR0 6BA.

Email: [helpdeskadmin@creativebenefits.co.uk](mailto:helpdeskadmin@creativebenefits.co.uk)