

## Opt in/request to join the Pension ('the Scheme')

You've received information from your employer telling you you're eligible to join the Pension Scheme on a voluntary basis. This does not necessarily mean you are eligible for any contributions from the company but are able to make personal contributions.

In order to opt in to the scheme please review this form and complete as requested and return by email to [techm@warren-house.co.uk](mailto:techm@warren-house.co.uk) for checking and confirmation of eligibility.

As part of the pension scheme you may be eligible for tax relief on your contributions.

When we receive your completed form, we'll confirm receipt and send you a confirmation letter with more information about how it works.

I want to join my employer's workplace pension scheme. (If filling in by hand, please use block capitals).

<b>Full Name</b>											
<b>Date of Birth</b>											
<b>National Insurance Number</b>											
<b>Employer Name</b>											
<b>GID</b>											
<b>Home Address</b>											
										<b>Postcode</b>	
<b>Email</b>											

Please confirm the percentage of qualifying earnings (QE) you would like to contribute and the payroll month from when you would like to commence.

<b>Percentage of QE</b>		%
<b>Payroll month</b>		

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

If you are filling in this form online, a digital signature is required. Please download the form and open it using Adobe Reader, then use the Fill & Sign Tools menu to scan or draw your signature and place it in the signature box.