



**University of Bath Group Pension Plan**  
**Contribution Adjustment Form**

**Name**.....

**NI Number**.....**Payroll Reference**.....

You will be automatically enrolled at the default contribution level, the employer paying 8% and you paying 6% of your pensionable pay, unless you specify otherwise. If you want to change your contribution rate, please insert a tick in the relevant box.

Please send the form to [dcpension@bath.ac.uk](mailto:dcpension@bath.ac.uk).

University of Bath Group Pension Plan		
My Contribution	Employer Contribution	Please Tick
0%	3%	
1%	3.5%	
2%	4%	
3%	4.5%	
4%	5%	
5%	6.5%	
6% (default)	8% (default)	
7%	9.5%	
8%	11%	
9%	12.5%	
10%	14%	

**Please note:**

For the change in the contribution rate to be actioned in the next payday, the form must be received by the [Payroll deadline](#).

Contribution rate cannot be changed for part of a month and if the notification is received by the payroll deadline the change will be actioned from 1<sup>st</sup> of that month and reflected in that month's pay, i.e. you would need to submit the completed Contribution Adjustment Form by the 8<sup>th</sup> July 2021 for it to take effect from the 1<sup>st</sup> July which will see the adjusted

contribution rate from July payroll. If notification is received after 8<sup>th</sup> July 2021, the adjusted contribution rate would only be effective from 1<sup>st</sup> August and the deduction would be seen from the August pay.

Changes to contribution rate cannot be made retrospectively.

Employer contributions are fixed against the employee rate and cannot be changed.

**Signed**.....

**Date**.....