

Legal & General (L&G) Salary Sacrifice - Worksave Group Pension Plan Amendment of terms/termination of agreement form

Please note that:

- Any change agreed will form an amendment to your terms and conditions of employment.
- This form should be signed and submitted to pensions@macmillan.org.uk the month before the month in which you would like the change or termination to take place.
- Contributions will continue to be invested in accordance with your existing fund choices (the default fund if you were previously auto-enrolled); if you want to change how contributions are invested you can do this via [Manage Your Account](#) or telephone L&G on 0345 0708 686.
- For information on how Macmillan Cancer Support looks after your personal data, please see our internal privacy policy accessible via Green Rooms.

Employee details:

Name:	
Directorate:	

Amendment of terms/termination of agreement

Please complete, as applicable, the relevant tick box and either Section A: Application to amend the value of pension contributions; or Section B: Application to terminate pension salary sacrifice agreement.

In order to make an amendment you must either qualify as having a life changing event or over 12 months must have elapsed since last changed or you must have been auto enrolled and want to amend from that percentage.

☐ Contribution has remained at the same percentage for 12 months or more/ I was auto enrolled

Life changing event:

<input type="checkbox"/> Birth/adoption of a child <input type="checkbox"/> Long term absence due to illness or injury <input type="checkbox"/> Change in contract e.g. from full-time to part-time hours <input type="checkbox"/> Secondment <input type="checkbox"/> Death of dependant	<input type="checkbox"/> Legal separation / divorce <input type="checkbox"/> Marriage / civil partnership <input type="checkbox"/> Other (you must arrange to meet with HR to discuss the reason why and for confirmation that this is a life changing event in line with Inland Revenue guidance)
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Section A: Application to amend the value of salary sacrifice pension contributions

I would like to amend the value of my L&G Pension Salary Sacrifice contributions. The current monthly percentage contribution is: %
The monthly percentage contribution I want to change to is: % (<i>the <u>minimum</u> employee contribution must be 4%; please use only half or round percentage points.</i>)
Date that salary sacrifice should stop/be amended (<i>must be first day of month</i>):

Section B: Application to terminate pension salary sacrifice agreement

I would like to terminate my L&G Pension Salary Sacrifice Agreement, and would like this change to take effect from (<i>must be last day of a month</i>):

Employee's signature

By signing this form, I am making an application to amend or terminate my existing L&G Pension Salary Sacrifice Agreement. I understand that, if accepted, this will be a variation in my terms and conditions of employment with effect from the date of signature. Also, that this application will become effective only following its acceptance by Macmillan (which will be indicated by processing this change on the payroll system and hence changing the percentage).

I hereby authorise Macmillan to change my salary in accordance with the terms of this agreement.

Signature (not typed):

Date: