



Contributions Change Form

For permanent and fixed-term contract employees

Please complete this form on screen and email to gnm.payroll@theguardian.com or complete it in block capitals and post to **Guardian News & Media Payroll Department, Kings Place, 90 York Way, London, N1 9GU**. Please complete and return this form no later than the last working day of the month prior to your 'effective from' date.

1 Member details

Full Name

Address

Date of birth (DD/MM/YYYY)

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Employee number

2 Effective date

Please set an 'effective from' date for the change in your contributions (01/MM/YYYY)

01 / /

3 Contribution rate change

To change your current rate of ordinary contributions, please tick one of the following boxes:

5%*

☐

The company will pay between 8% and 12%

2.5%

☐

The company will pay between 4% and 6%

0%

☐

The company will pay 2.5%

* % of pensionable earnings

Please note that your insurance cover will be lower if you choose to be a non-contributor. If you move from paying 0% to paying 2.5% or 5%, the increase in insurance cover would be subject to medical underwriting.

Contributions limit: For the 2024/2025 tax year most individuals have a limit of £60,000 total pension contributions (employee plus company) that are eligible for tax relief. But if your total income exceeds £260,000 the limit reduces on a tapered scale. If total taxable income is £360,000 or more, the limit is then reduced to £10,000, of which you'll be able to claim tax relief for.

4 Additional voluntary or extra contribution change

To start, stop or change 'Additional Voluntary Contributions' (AVC):

AVC rate (% of pensionable earnings (maximum 10%))

Or to stop paying AVC (please tick)

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AVC rate (% of non-pensionable earnings (maximum 15%))

Or to stop paying AVC (please tick)

☐

If you choose a maximum AVC, you could also consider paying 'Extra Contributions' (EC):

EC rate (% of pensionable earnings (maximum 85%))

Or to stop paying EC (please tick)

☐

5 Confirmation

Signed

Dated

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The security of your personal information: All the information you provide will be held by the Trustees or by the scheme administrators who act on their behalf to arrange and administer your entitlements (and entitlements in respect of you) from the scheme. The information is kept secure and is only disclosed to third parties to the extent needed to enable the Trustees and their advisers to run the Scheme and comply with any legal or other requirements imposed on the Trustees. It may be necessary from time to time to disclose your personal data to people and organisations outside the European Economic Area and which are not covered by equivalent data protection legislation; in these circumstances the Trustees will take whatever steps they feel are necessary to ensure that your data remains secure.