

## Opt Out Notice for Auto Enrolled Members

### SECTION A: PERSONAL DETAILS

**PLEASE USE CAPITAL LETTERS**

Surname	Title
First name(s)	Membership Number
Date of Birth	National Insurance Number
Name of Employer	

### SECTION B: DECLARATION

I wish to opt out of pension saving	
I understand that if I opt out I will lose the right to pension contributions from my employer	
I understand that if I opt out I may have a lower income when I retire	
I confirm that I have personally submitted this notice	
I acknowledge that the information on this form is held and processed by The Cheviot Trust, my employer and organisations providing services for the purposes of administering the scheme, in accordance with the Data Protection Act 2018 and the General Data Protection Regulation. Further details about how we use your personal data can be found in our Privacy policy which is available at <a href="https://mycheviotpension.com/privacy-policy/">https://mycheviotpension.com/privacy-policy/</a>	
Signature:	Date:

### SECTION C: WHAT YOU NEED TO KNOW

Your employer cannot ask you or force you to opt out.
If you are asked or forced to opt out you can tell The Pensions Regulator – see <a href="http://www.thepensionsregulator.gov.uk">www.thepensionsregulator.gov.uk</a>
If you change your mind you may be able to opt back in – write to your employer if you want to do this.
If you stay opted out your employer will normally put you back into pension saving in around three years.
If you change your job your new employer will normally put you back into pension saving straight away
If you have another job your other employer might also put you into pension saving, now or in the future. This notice only allows you to opt out of pension saving with the employer you name above. A separate notice must be filled out and given to any other employer you work for if you wish to opt out of that pension saving as well.

**PLEASE COMPLETE THIS FORM AND RETURN TO YOUR EMPLOYER (HR/Payroll Department)**

The Cheviot Trust, Kingswood House, 58 – 64 Baxter Avenue, Southend-on-Sea, Essex SS2 6BG  
 T. 01702 354024    E. [people@cheviottrust.com](mailto:people@cheviottrust.com)    W. [www.mycheviotpension.com](http://www.mycheviotpension.com)