

Changing Contributions

Use this form if you wish to increase or decrease your contributions, or if your employer is changing their contributions

SECTION A: PERSONAL DETAILS

PLEASE USE CAPITAL LETTERS

Surname	Title
First name(s)	Membership Number

SECTION B: Contributions

Please show your contributions as either a percentage of salary or as a fixed montly amount.

	Percentage of salary	or Fixed monthly amount
Your contributions	%	£
Your employer's contributions	%	£
Any additonal voluntary contributions	%	£

Please see our website for details of limits and allowances.

Date when new contributions will commence	
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(Please note that the Trustee must be given at least one month's written notice before these changes can be implemented.)

If you wish to change your Investment Options and your Target Retirement date please complete an Investment Options form.

SECTION C: Application

Member

I apply to change contributions. I authorise my employer to deduct my new contributions from my salary.

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: www.mycheviotpension.com/privacy-policy/

Signature of applicant:	Date:
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When you have completed this form you must pass it to your **Employer** to complete the section below.

Employer

We agree to pay the relevant contributions on a monthly basis including any contributions deducted from the member's salary.

Authorised signatory for the employer	
Name	
Date	Position

Please complete this form and return to the following address:

The Cheviot Trust, Kingswood House, 58 – 64 Baxter Avenue, Southend-on-Sea, Essex SS2 6BG
T. 01702 354024 E. people@cheviottrust.com W. www.mycheviotpension.com