

**This form is for Salary Exchange members of the UK Defined Contribution/Group Personal Pension Plan. Please read these notes and complete this form if you want to make a change to your pension arrangements.**

Please see the [Member Handbook](#) to understand the difference between Salary Exchange and Contributory members and to see the available contribution levels:

## What can I change?

- If you are already a Salary Exchange member, you can increase the % of salary you exchange for an additional RNLI contribution, unless you have reached maximum levels. To remain a Salary Exchange member, you need to exchange a minimum of 3% (staff) or 5% (employed crew).
- If you want to reduce to the minimum possible and remain in the pension scheme, you can reduce to 2%. The RNLI will contribute 6%. You will become a contributory member of the pension scheme if you reduce it to 2%. It's the same scheme, but the deduction is taken from your net (after tax) pay and you will pay National Insurance on your 2% contribution.
- You can decide to become a contributory member. You can complete this form whenever you want to make a change. However, you cannot make more than one change in a calendar month.
- If you are a contributory member and want to become a Salary Exchange member, as long as you are salaried and not time sheeted, and exchange 3% (staff) or 5% (employed crew) or more, please complete this form.

## How do I know my current pension contribution percentage?

If you don't know your current percentage, please email [People\\_Admin@rnli.org.uk](mailto:People_Admin@rnli.org.uk) and ask them to confirm your current pension contribution percentage and to confirm if you are a Salary Exchange or Contributory member.

## If I change my pension contribution percentage, what should I be aware of?

See the Member Handbook so that you understand how the RNLI's pension scheme works. If you reduce your contribution, the RNLI's contribution will also reduce. If you increase your contribution, the RNLI's contribution will increase, up to a maximum contribution level.

**Life cover** is an employee benefit. More information is available on [Compass](#).

## If I decide to stop my pension contributions, rather than reduce them, what do I need to do?

If you decide you want to stop contributing to your RNLI pension, you need to email [Payroll@rnli.org.uk](mailto:Payroll@rnli.org.uk) and confirm you wish to stop making further contributions. The RNLI's contributions will also stop.

## Are there any tools to help me work out my pension contribution percentage?

There is a [Salary Exchange calculator](#) on the RNLI's pensions website.

## How to use the Salary Exchange calculator:

- Overtyping your current personal information in the top 4 boxes.
- Check your tax code, which appears on your payslips. Remove the last letter from your tax code and add a zero. See the tax code box that appears at the top of the Contributory section which defaults to the standard tax code. Overtyping the tax code box with your own tax code if it is different to the default.
- Check the 2nd last green and blue lines – to see your monthly take-home pay, after deductions have been made.
- If you are contributory member, the left-hand column applies to you. If you are a salary exchange member, the right-hand column applies to you.
- If you want to amend your salary or your pension %, go back up to the top 3 boxes and check the results on your take home pay again.

Aviva, the RNLI's pension provider, has an app called [Shape my Future](#), to help members work out how much you should save into a pension, depending on the lifestyle you wish to have in retirement and the age you wish to turn your pension pot into an income.



Please now complete this form **electronically** and submit to People Admin using the button below

Personnel number

First name

Middle name(s)

Surname

Date of birth

RNLI email

Personal email

Employment Category

## Declaration

**I know and accept that exchanging salary in return for an additional pension contribution is a change to my terms and conditions.**

**The amount of salary I now wish to exchange in return for an additional pension contribution from the RNLI is as follows:**

**Add your selected % here:**

Please refer to the [Member Handbook](#) for the options, depending on whether you are staff or pre-May 22 employed lifeboat crew

People Admin will email you to confirm what date your change will take effect when they process your form. If you don't receive confirmation within 21 days, please email [People\\_Admin@RNLI.org.uk](mailto:People_Admin@RNLI.org.uk)