

**HARMSWORTH PENSION SCHEME  
SWITCH FORM**



**FULL NAME:** Mr/Mrs/Miss/Ms \_\_\_\_\_  
(BLOCK CAPITALS PLEASE)

**PAYROLL NUMBER:** \_\_\_\_\_ **NI NUMBER:** \_\_\_\_\_

**BUSINESS UNIT/SECTION:** \_\_\_\_\_

**TO SWITCH SECTIONS IN THE HARMSWORTH PENSION SCHEME PLEASE COMPLETE THIS FORM, SIGN IT AND THEN SEND IT TO YOUR PAYROLL DEPARTMENT.**

- **I would like to switch sections in the scheme and my new section in the scheme will be:**

**Standard / Plus**

*(please circle whichever applies).*

I authorise the Company to deduct the necessary contributions from my pay.

I agree to be bound by the trust deed and rules governing the scheme (which take precedence over the scheme guide in the event of any conflict of wording).

Please check your payslip to make sure your switch has been processed. If you have any questions please contact your payroll department.

Once payroll have received your form, the switch will take place on the 1<sup>st</sup> of the month following payroll cut-off.

**SIGNED:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**PLEASE SEND THIS FORM TO YOUR PAYROLL DEPARTMENT**  
(Please do not send your form to DMGT Pensions or HR as this will cause a delay to your switch)

**A&N Media employees only should send your form to:**  
**A&N Finance Services Ltd, Payroll Department, PO Box 6795, St George Street, Leicester LE1 1ZP**