

The University of Sussex

Salary Exchange

Opt-Out Form: you should only complete this form if you DO NOT wish to participate in Salary Exchange

I have read and understood the documentation outlining and explaining the cash advantage to be gained from the operation of Salary Exchange, introduced by the University on 1 November 2011.

I confirm that:

*(Tick the statement that is appropriate to you)

***I DO NOT** wish to participate in Salary Exchange and as a result of my decision, I understand that I will not be able to gain any cash advantage available from it.

***I WISH TO OPT OUT** of Salary Exchange with effect from 1st 20.... because I have had a life event.
Please give details of the life event

I confirm that I am aware that, by opting out now, I will not have a further opportunity to participate in Salary Exchange until the 12 month anniversary of the introduction of Salary Exchange i.e. until 1 November annually.

Name:	
Job Title:	
School/Division:	
Signature:	
Date:	

Date received by HR:	
Date decision recorded:	Decision recorded by:

Please return this form to the Payroll Department

Please take a copy of the completed form for your own records.