

BACKDATED CONTRIBUTIONS FOR PARENTAL LEAVE

Member to complete Steps 1 to 3 (please use BLOCK letters).

Step 1. Complete your personal details

Mr Mrs Ms Miss Other (please specify)

Surname/family name Given names

Home/private address:
Number Street Name

Suburb City Postcode

Work phone

Home phone

Mobile

E-mail*

MoE number

Date of birth / /

School employed at School number

* I acknowledge that by providing my email address, I am consenting to receiving information about the Scheme (including the annual report) electronically. Should I not wish to receive such information electronically, or should my email address change, I undertake to advise Mercer (N.Z.) Limited, the Scheme's administration manager.

Step 2. Complete the appropriate boxes

I am a subsidised member of the Teachers Retirement Savings Scheme ("Scheme") section of the Employee Retirement Plan ("ERP"), who is resuming receipt of salary payments following a period of parental leave, and elect to make contributions for the following period:

My parental leave began on: / /

I returned from parental leave on: / /

I hereby authorise my employer (through the Ministry of Education) to deduct % from my gross salary for the pay periods I would have received during my parental leave.

(Please note: Contributions must be made at a minimum rate of 1.0% and in multiples of 0.5% and may not exceed 10% of your gross salary.)

Step 2. Complete the appropriate boxes (continued)

I understand that:

- my gross salary during the relevant parental leave period will equal the greater of my gross salary immediately before commencing parental leave and my gross salary on the date of resuming service
- my backdated contributions must be made within 7 months of the end of my parental leave
- contributions must not exceed – in either amount or frequency – my contributions immediately prior to my commencing leave of absence
- the amount of my backdated contributions (deducted for the period of my parental leave) will be additional to any percentage of my salary deducted as regular member contributions applying at that time
- my employer (through the Ministry of Education) will contribute as soon as practicable an additional amount equal (after deducting tax) to my contribution, subject to a maximum of the Maximum Subsidy Rate.



Member's signature

Date

 / /

Step 3. Return instructions

Member to retain a copy of this form.



Member to send the original to Teachers Retirement Savings Scheme, Ministry of Education, PO Box 3049, Wellington 6140.

Step 4. To be completed by (or on behalf of) the Ministry of Education

The Ministry of Education is to contact Mercer (N.Z.) Limited for the following information:

The member had not elected to individually contribute to the Scheme while on parental leave;

OR

The member had elected to individually contribute to the Scheme while on parental leave.

The total amount paid by the member for the period of parental leave:

\$

The Ministry has calculated from the elected contribution percentage the total amount for the period of parental leave of:

\$

The member has confirmed in writing to the Ministry the following option:

The member has elected to pay the following amount over the next pay periods:

\$

OR

The member has elected to pay a lump sum of the total amount, in PP , of:

\$

OR

The member has paid in full the calculated amount for backdated parental leave through individual contributions.

The Ministry of Education will pay as a lump sum the total amount of \$ in PP .

(Please note: the Ministry shall only pay a matching contribution to the current Maximum Employer Subsidy rate.)



Signed

Date

 / /

Name

Position