

APPLICATION TO VARY, SUSPEND OR RESTART CONTRIBUTIONS

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. Indicate the changes to your contributions

I wish to vary, suspend or restart my contributions as follows:

Option 1: Variation to Member Contribution Rate
I wish to change my contribution rate. I authorise my employer (through the Ministry of Education) to deduct % from my salary each pay day.

I understand that if I am:

a **subsidised member:**

- I can choose to contribute any percentage of my salary subject to a minimum of 1% and
- A maximum of 3% of my salary will be credited to my Basic Account (and matched by my employer) with the remainder (any amounts greater than 3% of my salary) allocated to my Voluntary Account.

an **unsubsidised member:**

- All my contributions will be credited to my Voluntary Account. If I joined the Scheme on or after 1 July 2007, I must contribute a minimum of 4% of my salary; or 1% of my salary if I joined the Scheme before 1 July 2007.

All contribution rates must be a multiple of 0.5% of my salary.

OR

Continued

Step 2. Indicate the changes to your contributions *(continued)*

Option 2: Suspension of Member Contributions

I wish to cease having contributions deducted from my pay and I hereby authorise my employer to suspend deductions from my salary each pay day in relation to my membership of the Scheme until further notice. I understand that my employer will also suspend its contributions on my behalf (if any). This request is to take effect from the date of my next pay or as soon as is practicable.

OR

Option 3. Recommence Member Contributions

Subject to the minimum contribution rates set out in option 1 above, I wish to recommence having contributions deducted from my pay. I authorise my employer (through the Ministry of Education) to deduct % from my salary each pay day. This request is to take effect from the date of my next pay or as soon as is practicable.

OR

Option 4. Contributions to the Scheme and KiwiSaver

I am a member of a KiwiSaver scheme to which my employer is contributing on my behalf. I authorise my employer to continue deducting % of my salary each pay day and paying it to the Scheme.

Step 3. Sign the form



Member's signature

Date

 / /

Step 4. 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 5. To be completed by (or on behalf of) the Ministry of Education

I confirm that the member's request as detailed on this form has been processed, and that with effect from the following pay day, the member's total contribution to the Scheme (excluding any employer contributions) will be % of his/her salary.

Name

Position



Signature

Date

 / /


Ministry of Education to return the form to Mercer, PO Box 1849, Wellington 6140.