



# Salary Exchange opt-out form

By completing this form you are agreeing that your pension contributions to the BOC Pension Scheme will be no longer paid through Salary Exchange. This means that your contributions will be deducted directly from your pay.

If you want to opt-out of Salary Exchange, please sign this form and return it to the Pensions Department or email it to [pensions.uk@boc.com](mailto:pensions.uk@boc.com)

## Section 1: Personal details (please use block capitals)

Surname:

Title (e.g. Mr, Mrs, Dr):

Forename(s):

Payroll number:

National Insurance number:

SAP number (if known):

Email address:

## Section 2: Authorisation

Please accept this as notice that I do not wish to participate in Salary Exchange. I understand that my pension contributions will be deducted directly from my pay and I will not benefit from the National Insurance savings offered by Salary Exchange. I have read and understood the Salary Exchange description.

Signed:

Date:

( DD / MM / YYYY )

#### Legal note

Your employer is not liable for any penalties arising as a result of any inaccurate information provided on this form, or any failure to provide relevant information.

#### General Data Protection Regulation (GDPR)

I consent to my personal information (including any sensitive personal information) being held and processed by the BOC Pension Scheme Trustee, BOC Pension Services and any third party appointed for the effective running of my pension scheme. I understand that the Trustee and BOC Pension Services, and any third parties to whom they make the data available, will comply with the underlying principles of the GDPR.

If you want to know more about the data held which relates to you or the purposes for which it may be used, please contact BOC Pension Services.

The Trustee may send you information about the Scheme to your work email address. If you leave employment, information may be sent to a different email address if you have provided one.

## Contact details

BOC Pension Services, Forge,  
43 Church Street West, Woking,  
Surrey, GU21 6HT

**Helpline:** 0800 096 3214  
**Email:** [pensions.uk@boc.com](mailto:pensions.uk@boc.com)  
**Web:** [www.bocpensions.co.uk](http://www.bocpensions.co.uk)

