

## PENSION SCHEME APPLICATION FORM

*Please send a photocopy of your birth certificate or passport to show proof of date of birth and a copy of your marriage certificate if your surname has changed from that shown on your birth certificate.*

Those employees who are graded UE01 – UE05 or equivalent can join the University of Edinburgh Staff Benefits Scheme (SBS) or the National Employment Savings Trust (NEST).

Those employees who are graded UE06 – UE10 or equivalent and are not in receipt of a USS pension can join the Universities Superannuation Scheme (USS).

**I want to join the Pension Scheme with effect from the first of the month following the date on this form.**

I understand that the Trustees of the Scheme and their advisers and administrators (as detailed in the Annual Report and Accounts) will need to process certain data about me. I further understand that this may include items categorised under the Data Protection Act 1998 as 'Sensitive Data' such as medical details or death benefit nominations. I accept that the Trustees, and their advisers and administrators, need this data to calculate and pay benefits, for statistical purposes, for reference purposes and to administer the Scheme as a whole. I agree to this entire processing taking place.

***I am employed in a grade UE01-UE05 or equivalent and want to join the following scheme (please tick one of the following boxes)***

The University of Edinburgh Staff Benefits Scheme (SBS)

The National Employment Savings Trust (NEST)

Signed ..... Date .....

Full Name (please print full name) .....

Payroll Reference number.....

***I am employed in a grade UE06-UE10 or equivalent and want to join the Universities Superannuation Scheme (USS)***

Signed..... Date.....

Full Name (please print full name).....

Payroll Reference number .....

***This form should be completed and returned to the Pensions Office, University of Edinburgh, Charles Stewart House, 9-16 Chambers Street, Edinburgh, EH1 1HT.***