

The Pensions Officer/Practice Manager:

(Insert your full postal address here)

Form PRO PAY1 – Request to HSC Pensions to Protect Pensionable Pay

Dear Sir/Madam

HSC Pension Scheme enquiry – Preservation of Pensionable Pay (Please complete all boxes)

Surname

Other Names

National Insurance Number

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Payroll Number

Start date of reduced pay or mark time

(Only answer and tick one of the following 2 questions):

1. I wish to apply for protection of my pensionable pay, as I have suffered a reduction through no fault of my own within the last 3 months due to the following reason:

(Please state reason here – for example: reorganisation Please provide further information on a separate sheet if required)

2. I wish to apply for voluntary pay protection as I have ‘stepped down’ to a less demanding role with less responsibility within the last 15 months.

(Please provide further information about the step down –for example: move from a band 7 to band 6 post)

Signature

Date

Note for the employer:

For guidance, please refer to the instructions on the form “Pro Pay2” held within the scheme forms section of the website.