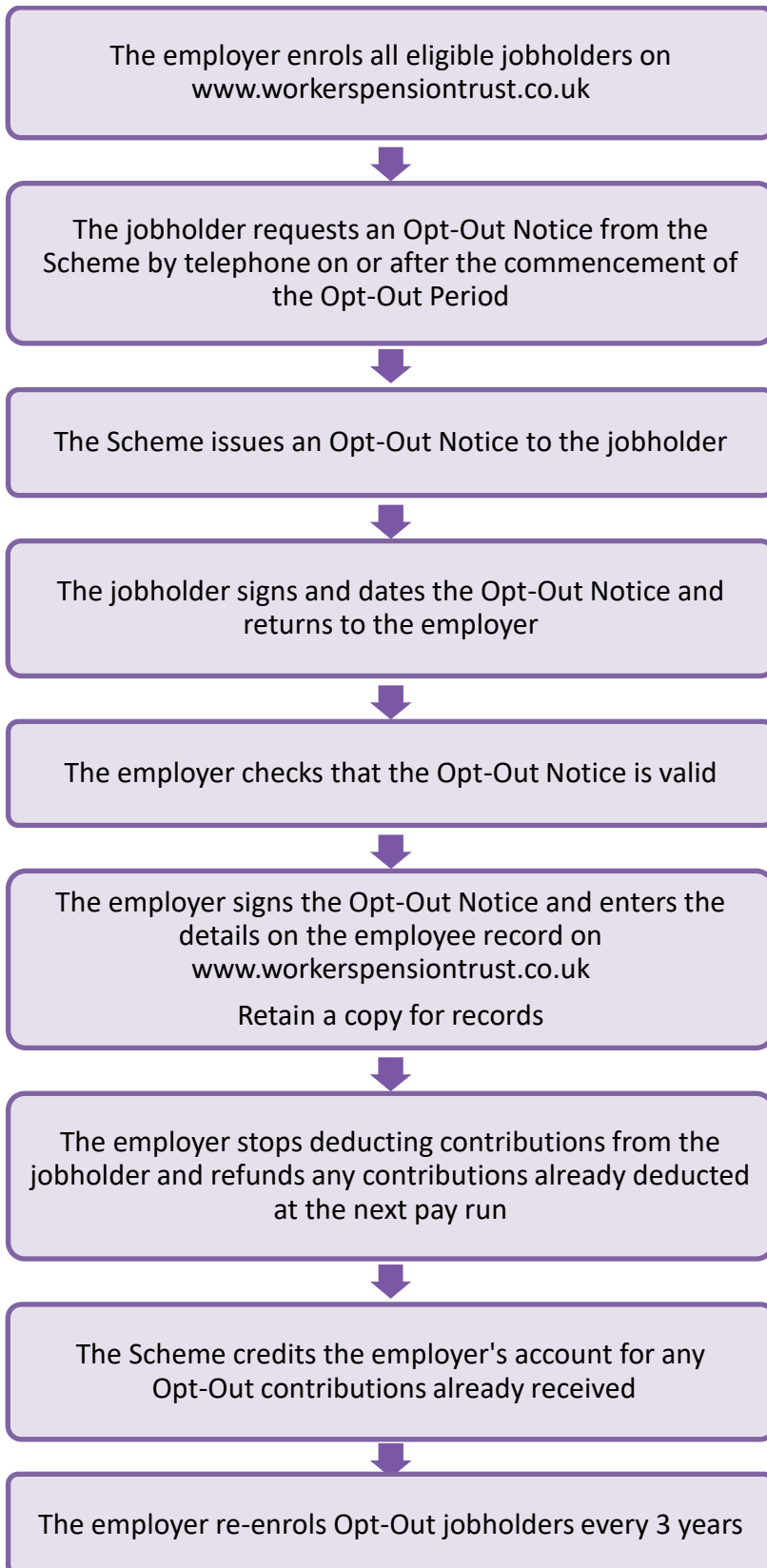


# Opt-Out Process



## What is the Opt-Out Period?

*The Opt-Out Period begins on the date on which the employee was automatically enrolled, or (if later) the date on which the employer told the employee they had been automatically enrolled, and ends one calendar month from the start date.*

## What is a valid Opt-Out Notice?

*A valid Opt-Out Notice must be received by the employer from the employee within the Opt-Out Period (see above).*

## What if the Opt-Out Notice is not received within the required timescale?

*Jobholders who want to leave the pension scheme after the Opt-Out Period has expired will not be able to opt out.*

*Instead they cease active membership.*

*In this case the employer changes the jobholder's record on [www.workerspensiontrust.co.uk](http://www.workerspensiontrust.co.uk) to 'Leaver'. The leaving date is the date on which the last contribution was collected from the employee's pay.*

*The employer does not refund contributions to the employee. The jobholder may be eligible for a refund/transfer from the Scheme, in accordance with the Scheme Rules.*