

## Pensions Pot Adjustments Form

PAGE 1 OF 2

Phone: 0300 323 0260

Web: [lppapensions.co.uk](http://lppapensions.co.uk)

Contact us: [lppapensions.co.uk/contact-lppa](http://lppapensions.co.uk/contact-lppa)

This is an interactive PDF form. To complete this form, we suggest using the FREE Adobe Reader software. [You can download Adobe Reader here.](#)



### Section A ~ Employee details:

Employer

Surname

Forename

NI Number

Payroll Reference

*A separate form must be submitted for every pay reference affected by the change.*

Reason for adjustment to pension pot...

A retrospective change to scheme section has been, and contribution refunded/arrears of contributions collected in a later pay period

Arrears of contributions have been collected this pay period due to backdated entry to the pension scheme

Contributions have been refunded this pay period due to a backdated opt out of the pension scheme (this form is not needed if all contributions refunded through payroll)

Overpayment of salary has been collected outside payroll

*Other scenario – please add comments*

## Pensions Pot Adjustments Form

PAGE 2 OF 2

### Section B ~ Scheme section changes:

Pay Period end date (format: dd/mm/yyyy)

The following data will override any previous notifications to YPS for the pay period concerned.

Scheme section

Main 50/50

Main 50/50

Main 50/50

### Section C ~ Pensionable pay changes:

Pay Period end date  
(format: dd/mm/yyyy)

The following data will override any previous notifications to YPS for the pay period concerned.

Pensionable Pay for the full pay period (including assumed pensionable pay as appropriate)

£

£

£

Please ensure you provide a digital signature before submitting the form – [click here](#) for more information

SIGNED

DATE  
(DD/MM/YYYY)

### Before returning to us...

- Please remember to **SAVE** your completed PDF

## Returning your completed form

Please return the completed form via the [UPM employer portal](#). For more information on using the portal, visit the UPM employer portal resource page [here](#)