

Your personal details

This declaration sets out your personal details from your employer. We used this information to set up your account with The People's Pension.

What you need to do

You've 30 days from the date of this letter to check the information below and let us know if anything is wrong. We can only claim extra free money (known as tax relief) on your behalf if we have your full name, full address, correct date of birth and National Insurance number. Find out more about tax relief: thepeoplespension.co.uk/taxrelief

If you need to update your details, contact us as soon as possible by emailing¹ us at info@peoplespartnership.co.uk or calling us on **0300 2000 555**. If your details are correct, you don't need to contact us.



Check the information below is correct and contact us if it isn't. If any of your details are missing, incorrect or incomplete, you'll miss out on tax relief.

About you:

- Full name (no shortenings or initials): Mrs Amanda Sample
- Full address (including postcode): Flat 37 Phipps House
White City Estate
London
W12 7QE
- Your date of birth: 06-Aug-85
- Your National Insurance number: SK701736A

Declarations made on your behalf by your employer:

- You are employed
- You will not make contributions to any registered pension schemes (including this one) on which you are entitled to tax relief of more than £3,600 gross (£2,880 net) or your relevant UK earnings² in the tax year – whichever is higher
- If your circumstances change and those changes mean you're no longer entitled to tax relief, you will notify us. This will be:
 - within 30 days after the change occurs OR
 - by the end of the tax year (5 April) in which the change took place – whichever is later
- All the information and declarations set out above are correct and complete to the best of your knowledge

Please keep a copy of this declaration for your records. If we don't hear from you within the next 30 days telling us you disagree with any of the information or declarations above, the declaration will take effect from the date of our letter. **If you don't agree with the declarations above, or if any of the information is incorrect or missing, we may be unable to claim tax relief for you.**

If you wish to opt out of The People's Pension, you can do so. Go to thepeoplespension.co.uk/opt-out-info for more information. If you choose to opt out, no further pension contributions will be paid into your pension pot unless you opt back in or your employer re-enrols you back into the scheme.

Yours sincerely

Customer Services team

¹ Emails aren't considered a secure way of sending information, so check your email is encrypted, or password protected, before sending it over.

² Relevant UK earnings include employment income, income from a trade, profession or vocation that is chargeable under Part 2 Income Tax (Trading and Other Income) Act 2005 (ITTOIA 2005), income from a UK and/or EEA furnished holiday lettings business, which is chargeable under Part 3 ITTOIA 2005 and certain patent income.