



## FORM FOR OPTIONAL PENSION

**(Collective agreement of the Danish Confederation of Professional Associations, collective agreement for state-employed medical doctors, collective agreement for state-employed bilingual secretaries and for state-employed journalists + IDA)**

The form must be sent to the HR Administrative Centre at your Main Academic Area as soon as possible if you want your pension contribution increase to be disbursed in cash (less taxes etc.) rather being paid into your pension scheme. PhD fellows must send the form to the Payroll Office (Lønkontoret), Jens Baggesens Vej 51-53, 8200 Aarhus N.

You can notify HR at any time that you want your pension contribution increase to be disbursed in cash.

The disbursement will start from the 1st day of the month in which AU receives the form.

If you decide not to have your pension contribution increase paid into your pension scheme, it will be one year before you can change back to having the pension contribution increase paid into your pension scheme. Please send a notification to the HR Administrative Centre, and the change will take effect from the 1st day of the month in which the Payroll Office receives your notification.

Unless you notify HR to the contrary, the pension contribution increase will automatically be paid into your pension scheme.

For the time being, I would like the pension contribution increase to be disbursed as pay rather being paid into my pension scheme. Please tick.

Pension contribution increase (0.3%)

\_\_\_\_\_

Civil reg. no.

\_\_\_\_\_

Name

\_\_\_\_\_

Date

\_\_\_\_\_

Signature

*Find the address of your main academic area here:*

### For Payroll Office use only

Lko	Date	Disbursed as pay	Creditor code
7019		0.30 (journalists 0.27)	