

Use this form to change your membership category if you are a:

- constabulary employee becoming a Police employee
- Police employee becoming a constabulary employee
- retained member rejoining Police as a constabulary employee or Police employee.

Use the *Leaving form* if you are leaving Police and would like to leave your money in the scheme as a retained member.

Membership categories

- Constabulary employee – an employee of Police holding the office of constable (or a recruit in training at RNZPC to become a constabulary employee).
- Police employee – an employee of Police not holding the office of constable. This includes authorised officers.
- Retained member – a member who has previously left the service of Police and retained their savings in PSS.

See the website for more information about membership categories.

If you are becoming a constabulary employee

You can choose to make standard employee contributions at 0%, 3%, 5% or 7.5% of salary. If you wish, you can make voluntary employee contributions between 1% and 10% of salary in increments of 0.5%. Through a combination of standard and voluntary employee contributions, you can effectively choose any contribution rate between 0% and 17.5% of salary. Whichever rate is chosen, Police will contribute 15.2% of salary (before tax).

You can change your standard and voluntary employee contributions at any time online. Visit the MyPolice Employee Self Service portal and look for the 'Superannuation' tab under 'My Services'.

If you are becoming a Police employee

You have two options. You can participate in the scheme as:

- an optional entrant – employer contributions will be paid on your behalf, but these will come from within your existing total remuneration, or
- a savings contributor, making employee contributions only (i.e. Police will not match your contributions).

The standard employee contribution rates are detailed on the next page. Complete a *Vary contributions form* at any time if you want to make voluntary employee contributions.

Things you should know

Accessing your savings

Any savings you currently have invested in the scheme will become subject to the rules for your new category of membership. If you don't want this to happen, you need to withdraw your money before you submit this form.

- If you are a retained member, you can withdraw some or all of your savings by completing a *Retained member withdrawal form*.
- If you are a constabulary employee or Police employee, you can either:
 - make a partial withdrawal or apply for an in-service benefit (conditions apply – see the website for more information), or
 - withdraw from the scheme and claim your total benefit. Do this by completing a *Leaving form*. You can then rejoin the scheme under your new membership category by completing a membership form at the back of the product disclosure statement.

Partial withdrawals and in-service benefit

If you are currently a constabulary employee or a Police employee, any previous partial withdrawals or in-service benefit payment will be taken into account in determining your future entitlements to these benefits.



Financial advice from Mercer

Sometimes it helps to talk to an expert when making decisions about your super. PSS has engaged Mercer to provide a financial advice service to members. You can receive advice about anything to do with your savings in the scheme. There is no charge to you for this service. To arrange a time to talk, sign in to your account online and complete a call-back request form.

All members to complete

Mr Mrs Miss Ms _____
SURNAME GIVEN NAMES

Station postal address _____
CURRENT EMPLOYEES

Personal postal address _____
RETAINED MEMBERS

Date of birth _____ QID _____
DD/MM/YYYY

PSS membership number _____ IRD number _____

Daytime contact number/mobile _____

Current membership category (choose one)

- Constabulary employee
- Police employee
- Retained member

New membership category (choose one)

- Constabulary employee
- Police employee

Complete this section if you are becoming a constabulary employee

Standard employee contributions as a percentage of salary (choose one)

- 0%
- 3%
- 5%
- 7.5% (default rate)

Voluntary employee contributions (optional) _____ %

Voluntary employee contributions must be between 1% and 10% of salary in increments of 0.5%.

Complete this section if you are becoming a Police employee

Choose a membership option and contribution rate

Membership option	Employee contribution	Employer contribution (before tax)
<input type="checkbox"/> Optional entrant	6% of salary	12.5% of salary ²
<input type="checkbox"/> Savings contributor	4% of salary ¹	Nil

¹ If you first joined the scheme before 1 April 2008, your minimum employee contribution rate is 2% of salary. We will adjust your employee contribution rate accordingly.

² If you join the scheme as an optional entrant, employer contributions made on your behalf will affect the amount of your fortnightly take-home pay. Contact payroll at payroll@police.govt.nz if you have questions about this.

Privacy statement

Information in this form and any requested documents are being collected to enable administration of this account. The Privacy Act 2020 entitles the account holder to access and to request correction of any personal information. Please refer to the PSS [privacy policy](#) for further information.

All members to complete

Declaration

I understand that:

- any savings I currently have invested in the PSS will become subject to the rules for my new category of membership, and
- if I am currently a constabulary employee or a Police employee, any previous partial withdrawals or in-service benefit payments will be taken into account in determining my future entitlements to these benefits.

I acknowledge that I have read the privacy information included above.

Signature _____

Date _____
DD/MM/YYYY

Return the completed form to:

Police Superannuation Scheme, c/o Mercer (N.Z.) Limited, PO Box 1849, Wellington 6140, or scan and email it to psscheme@mercer.com

Employer to complete

PSS membership number _____ Date first joined scheme _____
DD/MM/YYYY

Date recommenced service _____
RETAINED MEMBERS

Date change of membership category takes effect _____
CONSTABULARY EMPLOYEES AND POLICE EMPLOYEES

Please confirm the following

Constabulary employee Non-constabulary employee

Employer contribution rate _____%

Standard employee contribution rate _____%

Voluntary employee contribution rate _____% (capped at 10% of salary)

Signature _____ Date _____
PREPARED DD/MM/YYYY

Signature _____ Date _____
CHECKED DD/MM/YYYY

Return the completed form to:

Police Superannuation Scheme, c/o Mercer (N.Z.) Limited, PO Box 1849, Wellington 6140, or scan and email it to psscheme@mercer.com

Mercer to complete

Date received _____ Signature _____
DD/MM/YYYY