

This form is for members who do not hold the office of constable, including authorised officers, who have chosen to join the scheme.

This includes the following membership categories:

- **Savings contributor** (no employer contributions are made on your behalf).
- **Optional entrant** (your employer contributions are deducted from your pay).

Your contribution options depend on your membership category and when you joined the scheme. Please talk to your Payroll Officer if you need help working through your options.

Use this form to:

- change your contribution rate (savings contributors)
- start employer contributions (savings contributors)
- start making additional voluntary contributions to the scheme or to change your voluntary contributions (non-constabulary members).

Any change you make will start from the next convenient pay period.

For the member to complete

Mr
 Mrs
 Miss
 Ms
 _____ SURNAME _____ GIVEN NAMES _____
 Station postal address _____
 Date of birth _____ QID _____
 Daytime contact number/mobile _____
 IRD number¹ _____

¹ Inland Revenue requires us to hold IRD numbers for all members. Note your IRD number here if you haven't provided it to us before.

Savings contributors – change your contribution rate

If you are a savings contributor, you can increase your contributions subject to certain minimums.

Date you joined the scheme	Minimum contribution rate
Before 1 April 2008	2% of salary or \$313 per year (whichever is greater)
On or after 1 April 2008	4% of salary

I would like to change my contribution rate as follows:

Present contribution rate: _____% New contribution rate: _____%

Savings contributors – start employer contributions

If you joined the scheme as a savings contributor, you can choose to become an optional entrant at any time. (If you joined the scheme before 1 April 1999, you will need to have completed 3 years' membership.) If you do, an amount assessed as your employer's net contribution will be deducted from your pay each fortnight. Your contributions will change to 6% (if you are currently contributing a lesser percentage). Starting employer contributions will affect your take-home pay. Please contact your Payroll Officer to find out more about what this means for you.

I would like to become an optional entrant and for employer contributions to be deducted from my pay.

Optional entrants – make (or change your) additional voluntary contributions

Additional voluntary contributions are deducted from your fortnightly pay as a percentage of salary. They will be credited to your member's account and are subject to the same rules for in-service withdrawals as your regular member contributions. Police will not match any additional voluntary contributions you make.

I would like to make (or change my) additional voluntary contributions to the Police Superannuation Scheme as follows:

_____ % of salary (must be at least 1% and no more than 10%)

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.

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

Signature _____ Date _____

Return the completed form to:

Payroll, Police National Headquarters, PO Box 3017, Wellington 6140, or scan and email it to payroll@police.govt.nz.



Vary contributions form

For non-constabulary members and savings contributors

For Payroll to complete

PSS membership number _____

Signature _____

PREPARED

Date _____

Signature _____

CHECKED

Date _____

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.

For Mercer to complete

Date received _____ Category _____