



Reduction in pay notification

For members with membership before 1 April 2014

Full name (Mr/Mrs/Miss/Ms)	
National Insurance number	Member number
Employer	Pay reference
Job title	

The member has taken a drop in pay on (date)

Final pay The member's benefits may need to be based on this if they work for you for more than 10 years after their reduction in pay.

During the calendar year (or part year if the member was employed for less than a complete year) up to the day before the reduction in pay, did the member have a period of:

- unauthorised leave; or
- authorised leave that they didn't pay contributions for, e.g. **maternity**; or
- strike that they didn't pay contributions for.

No

Yes How many days that they **didn't pay contributions for** are included in the calendar year up to the day before the reduction in pay? _____

The final pay for the calendar year (or part year if the member was employed for less than a complete year) up to the day before the reduction in pay is:

£ _____ (Give the full-time equivalent if the member is part time)

Was the final pay higher in either of the two previous calendar years ending on the anniversary date of the day before the reduction in pay?

No

Yes Higher pay is £ _____ for the calendar year period _____ to _____

Signed (authorised officer)

Date