

Local Government Pension Scheme

Transfer In Pack

To transfer in rights from:

- The Local Government Pension Scheme in Scotland
- The Local Government Pension Scheme in Northern Ireland
- Any Workplace Pension outside the Local Government Pension Scheme
- Any Personal Pension Arrangement

Please complete the Membership Information form to transfer in previous pension rights from the Local Government Pension Scheme in England and Wales

Welcome

We have produced this guide to help you decide if you want to transfer a previous pension into the Local Government Pension Scheme (LGPS).

The ability to transfer other pensions into the LGPS is a key benefit provided to you.

You now need to take appropriate urgent action to decide whether a transfer is the best way to protect both your pension benefits and the potential benefits for your family.

If you want further information you can find it as follows:

| | |
|--|---|
| By Telephone | |
| Our general enquiries telephone number is: | (01604) 366537 |
| By Email | |
| Our general enquiries Email address is: | pensions@northamptonshire.gov.uk |
| By Post | |
| Our postal address is: | LGSS Pensions Service One Angel Square 4 Angel Street Northampton NN1 1ED |
| Via the Internet | |
| | Cambridgeshire Pension Fund: http://pensions.cambridgeshire.gov.uk/index.php/current-scheme-members/transferring-in-service/ |
| | Northamptonshire Pension Fund: http://pensions.northamptonshire.gov.uk/index.php/current-scheme-members/transferring-in-service/ |

Throughout this document we refer you to the internet for forms and information. If you do not have access to the internet you can contact us via one of the means above and forms and information will be sent to you.

Important Action for You to Take

It is your responsibility to act now to protect your pension

You have this pack because you have previous pension rights that you might be interested in transferring into LGPS. You now need to start the process. Use the following as a checklist.

Step 1 – check your eligibility

Use the flow chart on page 4 to work out if you are eligible for a transfer.

If you are not eligible, as it is more than 12 months since you started employment, you need to get your employer's consent and the Pension Fund's consent to a transfer. This is explained on page 4 and the form is on page 15.

Step 2 – get details from your previous scheme

It is your responsibility to get details of the transfer that is available from your previous scheme. This is explained on page 5 and the letter and forms are on pages 9-14.

Step 3 – send the details to LGSS Pensions Service

When you have all the information, please send it to LGSS Pensions Service urgently. Be aware that many quotes have time limits associated with them. This can mean:

- The quote is only guaranteed for a short period, after which it can go down; or
- A payment request has to be made within a fixed period otherwise you may have to pay for another quote before payment will be made.

If you do not have anything back within three weeks of posting please contact LGSS Pensions Service, using the contact details on page 1 – the information may have gone missing.

Step 4 – making the decision

Once you receive the options from us you will need to make your decision and inform us as soon as you can. This is explained on pages 5-6.

If we have not informed you that payment has been requested within 10 days of posting please contact us – the information may have gone missing in the post.

Step 5 – finished

We will inform you when the transfer is complete.

YOU NEED TO ACT QUICKLY

Understanding the Transfer In Process Frequently Asked Questions

Why the urgency?

Two reasons:

- To guarantee having the choice you **must** be in a position to make the decision to transfer pension benefits from a previous pension scheme within 12 months of entering the LGPS with your current Employer. To make the decision you must have obtained the information from your previous pension scheme and received a transfer quote from LGSS Pensions Service. While this can be achieved in less than 3 months in most cases, it can take significantly longer so you must start the process as early as possible.
- The earned pension and/or service credit you get from a transfer depends on the date money is received. There are a number of dates which if they pass will reduce your service credit. These include your birthday, a change in relationship status and the anniversary of you first becoming a member of the Scheme

Why can I not simply say I want to transfer no matter what?

A transfer buys you either an amount of earned pension and/or a period of membership in the LGPS (dependent on whether the previous scheme is a member of the Public Sector Transfer Club and whether the Club rules still apply). You will not be able to decide whether a transfer is the best option until you have all the relevant facts and figures to enable you to make a comparison between your former pension scheme and the LGPS. The best time to make your decision is when we tell you how much earned pension and/or membership you would get. This will allow you to make an informed decision.

How will transferring the benefits from my previous pension scheme into the LGPS affect my annual allowance?

Your pension benefits are only allowed to increase by £40,000 per year between 31st March in one year and 31st of March the following year. However, HMRC rules say if you have elected to transfer pension rights from another scheme into the LGPS, the value of the benefits relating to the transfer does not count towards your pension savings in the LGPS in the year the transfer payment is received.

What can I expect from LGSS Pensions Service throughout this process?

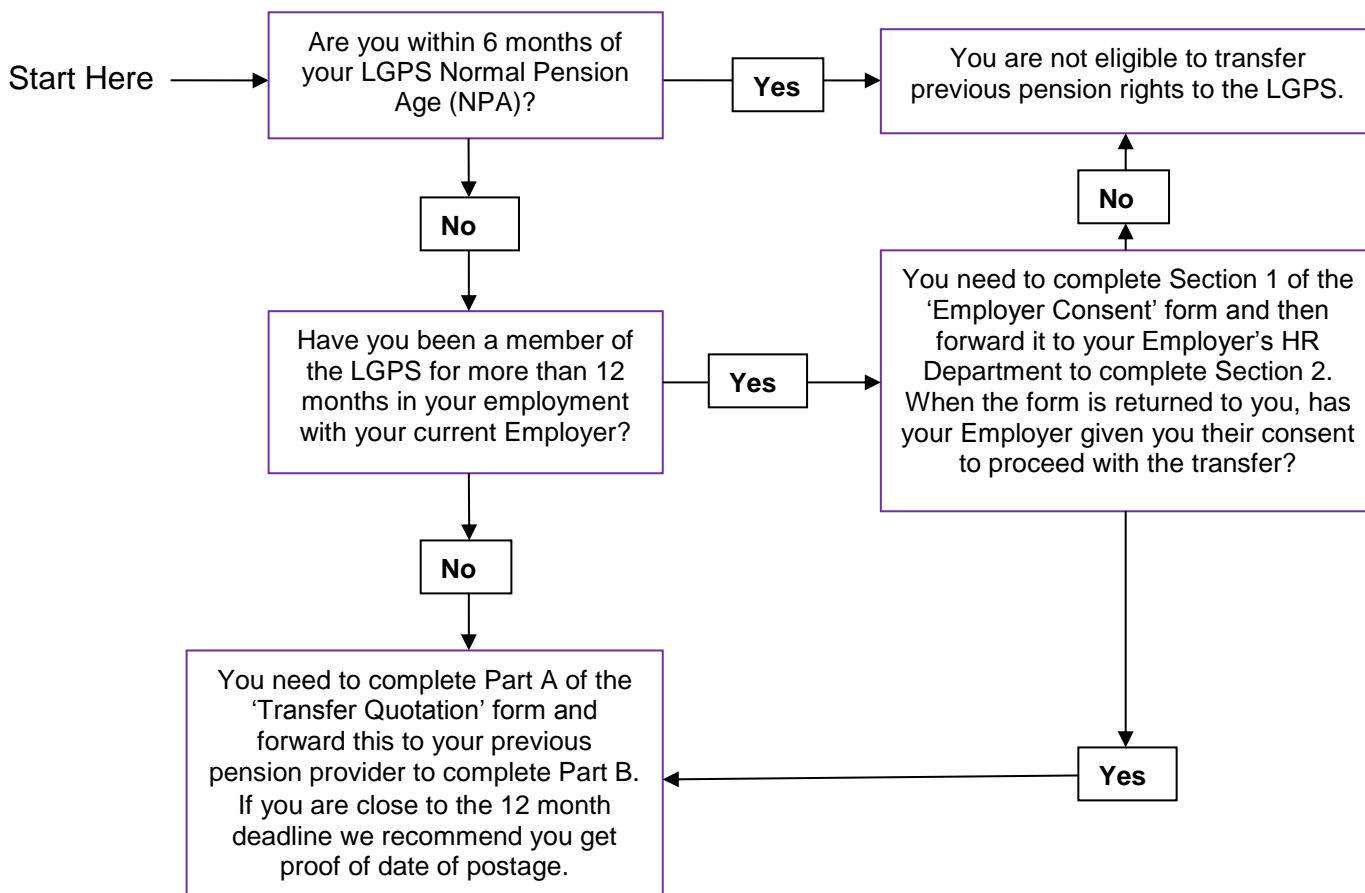
- No unnecessary technical terms or jargon in correspondence will be used.
- Clear guidance on what you need to do will be given.
- We will tell you what to expect next and by when.
- We will return incomplete forms to you.
- If you do not respond, routine reminders will not be issued.
- We will always tell you where delays occur in providing information and tell you what action you can take.

What is expected of me throughout this process?

- To provide any information that is requested in **FULL** and by the date requested.
- To get information from your previous scheme, this may require you to remind them.
- To make a decision on whether or not to transfer.

What do I initially need to consider and do?

The following is a summary of what you initially need to consider and do:



Am I eligible to transfer pension rights into the LGPS?

You are eligible to transfer pension rights into the LGPS if you are not within 6 months of your Scheme NPA, which is equal to your State Pension Age (SPA), subject to a minimum of age 65.

If I am outside the 12 month time limit, how do I apply for an extension from my Employer?

This depends on your circumstances:

- Most, **but not all**, employers will grant you an extension if you have applied for the information from your previous pension provider well before the 12 month time limit. If you have applied well in advance but have had a problem getting the information submit the Transfer Pack with proof of when you requested information e.g. an acknowledgement letter from your previous scheme and we will contact you if further consent from your employer is required.
- If you are outside the 12 month time limit before sending the transfer pack to your previous pension provider you will need to complete Section 1 of the enclosed 'Employer's Consent' form and then forward it to your Employer's HR department to complete Section 2. The 'Transfer Quotation' form should only be completed by you and your previous pension provider once your Employer has confirmed that they consent for the transfer of pension rights to proceed beyond the 12 month time limit.

My previous pension scheme is a member of the Public Sector Transfer Club what are the rules?

Anyone who has had a break in active membership of a public service pension scheme of less than 5 years must apply for a Club transfer within 12 months of joining the LGPS. If treated as a Club transfer the final salary element of a transfer will purchase LGPS 2008 membership and retain a final salary link and the CARE benefits will purchase an amount of earned pension equal to the amount held in the sending Scheme.

Anyone who has had a break in active membership of a public service pension scheme of more than 5 years will not be able to apply for a Club transfer on joining the LGPS. The total transfer will purchase an amount of earned pension in the LGPS.

Can I transfer pension rights from more than one scheme?

You can transfer service from more than one previous scheme. You will need complete separate forms for each transfer. Please download or photocopy as many forms as you need.

If you are thinking of transferring from more than one scheme you need to tell us when you send in the first completed form.

How do I obtain transfer information from my previous pension provider?

The information requested in the 'Transfer Quotation' form must be provided in all cases. The form is designed to collect information from you and your previous pension provider. It is your responsibility to organise the collection of all of the information required – we have included a letter in the transfer pack that you can send to your previous provider. We ask that once you have completed Part A, which is information about yourself, you then send the form to your previous pension provider to provide the information required in Part B. Your previous provider will supply the required information in their standard format. You should ensure that all the required information has been provided by your previous pension provider, before sending this to LGSS Pensions Service for processing.

How do I complete Part A of the 'Transfer Quotation' - Information About You?

Enter all of the information you have that will help your previous pension provider trace your pension rights with them. If you can, attach a copy of a statement from them with appropriate references.

Does my previous pension provider have to provide all the information requested in Part B of the 'Transfer Quotation' – Information about your Previous Pension Provider?

Your previous pension provider must provide you with all the relevant information requested in Part B. The transfer quotation information supplied must be sufficient to LGSS Pensions Service to provide you with an offer of earned pension in the LGPS.

Where do I return the fully completed form(s)?

Once you have received the 'Transfer Quotation' form or equivalent information back from your previous pension provider, please send it to LGSS Pensions Service straight away together with 'Employer's Consent' form if applicable.

By submitting a completed transfer pack, does this commit me to transferring my previous pension rights into the LGPS?

Submitting a fully completed transfer pack does not commit you to transferring your previous pension rights into the LGPS. You are only committed once you sign and return the options form LGSS Pensions Service will send to you.

What happens after LGSS Pensions Service receives all the information from me and my previous pension provider?

LGSS Pensions Service will use the information supplied by you and your previous pension arrangement to produce a quotation that will be sent to you for consideration. The quotation will be an offer an amount of earned pension and/or a period of membership (expressed in years and days) that the transfer value will purchase in the LGPS. It will be up to you to decide whether or not to accept the earned pension and/or period of membership offered. If you decide to go ahead, the earned pension will be credited to your pension account and/or the transferred-in membership will

be added to any pre 1 April 2014 member you have in the LGPS, and the combined total will be used in the calculation of your pension benefits.

Is a transfer of previous pension rights always allowed?

No. A transfer is not allowed if:

- The amount of money being paid is not sufficient to cover the liability that we are taking on.
- The transferring scheme asks for a guarantee that the LGPS cannot provide.
- The 12 month time limit for making your decision has passed and your employer has not allowed a later decision to be made.
- The transfer is as a result of a pension credit that has resulted directly or indirectly from a Pension Sharing Order following divorce or dissolution of a civil partnership.

How do I decide whether to transfer or not?

You need to be sure that you know what the benefits provided by your previous scheme are and then compare these with the benefits that will be provided by the LGPS. If you have questions about the benefits provided by your previous scheme you must ask them.

When considering the benefits of the LGPS you should take into account the following:

- Any purchased earned pension will change in line with inflation.
- Any purchased membership will retain a final salary link. This means that the figures for the value of your pension benefits we have quoted are based on your current salary. If your pay rises the benefits will increase in line with the pay rise.

It is for you to judge whether this increase will be higher than the rate that your benefits will increase in your previous scheme.

You also need to make sure that you understand any costs of transferring – some private pension arrangements have early redemption penalties.

In the end you need to:

- Look at your personal circumstances and decide what is most likely to happen to you;
- Decide what is most important to you.

You may wish to seek the help of an independent financial adviser.

How do I get advice on whether to transfer?

Any decisions about your pension are an important financial decision and we always advise that you seek independent financial advice. You can use your local phone book or type “independent financial services” into any web browser to source advice.

The site <http://www.unbiased.co.uk/questions-ask-ifa> has some useful questions to ask an advisor before employing them.

The Consumer Financial Education Body was established by the Financial Services Authority and their website, www.moneyadvice.service.org.uk, has information on a wide range of topics, including getting financial advice. They can also be contacted by telephone on 0300 500 5000.

What if I have comments, compliments or complaints about the service?

Comments and compliments

We welcome and value your comments on the standard of service that we provide. If you have any comments you wish to make please contact LGSS Pensions Service.

If you are unhappy with the service you have received from LGSS Pensions Service

While we always try to do things accurately and on time, we recognise that things can and do sometimes go wrong. In that event there are several courses of action you can take:

In the first instance please contact the LGSS Pensions Service directly. Contact information for the person dealing with your case can usually be found on any correspondence you have received, and every effort will be made to clarify any misunderstanding or put right any error.

Where a disagreement cannot be resolved, you have the right to ask for it to be looked at again under the formal complaint procedure. The complaint procedure's official name is the "Internal Dispute Resolution Procedure". Full details of the Internal Dispute Resolution Procedure will be provided to you upon request.

If you want to use the dispute procedure, you must make your application within 6 months of the date the decision was notified to you or should have been notified to you. Although, in certain circumstances this time limit can be extended.

In addition, The Pensions Advisory Service (TPAS) provide free advice and information to explain your rights and responsibilities, and their contact details are as follows:

The TPAS Helpline phone number: 0300 123 1047

Lines are open Monday to Friday 9am to 5pm.

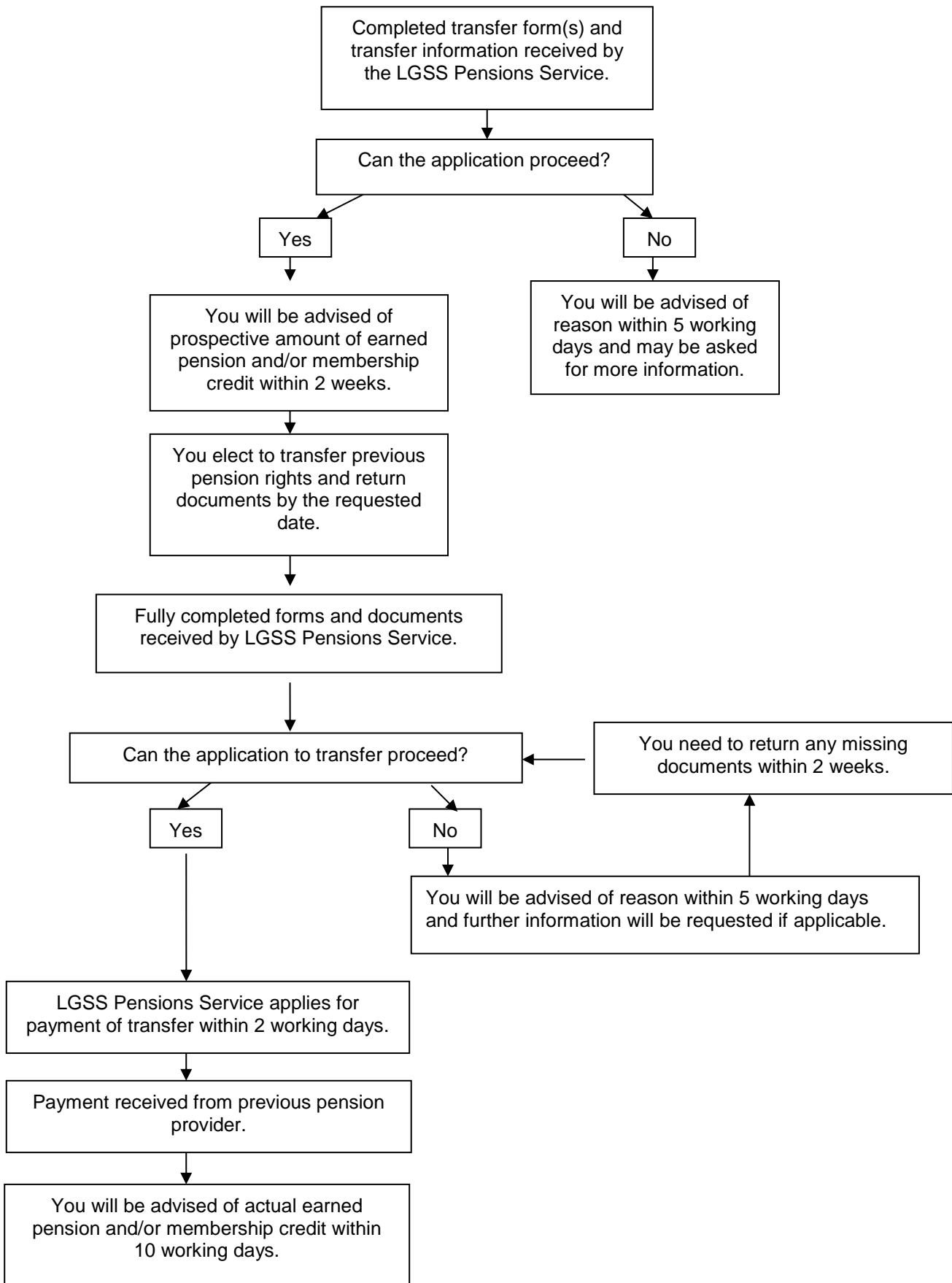
The TPAS website <http://www.pensionsadvisoryservice.org.uk/contacting-us> also offers:

- a live webchat service from Monday to Friday 9am to 5pm, and also on Tuesdays from 7pm to 9pm, and
- an online enquiry form.

You can write to them at: TPAS

11 Belgrave Road
London
SW1V 1RB

The Transfer In process and timescales



To:

From:

Dear

**Local Government Pension Scheme (LGPS)
Transfer Out Quotation Request**

I am considering transferring my pension rights with you to the LGPS, administered by LGSS Pensions Service, and am required to obtain information from you.

Please either provide all the information requested in Part B of the 'Transfer Quotation' form in your standard format.

Once completed please send it directly to me at my home address that I have given above.

This information should be provided without delay to ensure that the time limits of the LGPS are complied with. If you are unable to supply this information within 4 weeks, please let me know why not and when you expect to be able to provide it.

Please advise if you require any further information from me. **Please do not send payment at this stage.**

Please note: The LGPS cannot accept a transfer of a pension credit that has resulted, either directly or indirectly from a Pension Sharing Order following divorce or dissolution of a civil partnership.

If you have any queries regarding this letter or on any other related matter, please do not hesitate to contact me.

Yours faithfully

Local Government Pension Scheme
Transfer Quotation

TVIN1

Please complete in BLOCK CAPITALS and then forward the form to your previous pension provider to complete Part B.

PART A Information About You

Section 1 Personal Details

Surname: _____ Title: _____

Forenames: _____ Previous Surname(s): _____

Address: _____

Post Code: _____ Date of Birth: _____

Home Email Address: _____ National Insurance Number: _____

Home Phone No: _____ Work Phone No: _____

Section 2 Partnership Status

Single Married Registered Civil Partnership Cohabiting Partner (Unmarried) Divorced Widow/er

Section 3 Scheme Details

I was a member of your Scheme from: ____ / ____ / ____ to: ____ / ____ / ____

My Pension Plan / Policy Number in your Scheme was: _____

I joined the LGPS administered by LGSS Pensions Service on: ____ / ____ / ____

Section 4 Other Previous Public Service Membership Details

Please list all your previous membership of a public service pension scheme, as a result of employment as a civil servant, judiciary, health service worker, local government worker for Scotland and Northern Ireland, teacher, fire and rescue worker or member of a police force for England, Wales and Scotland or member of the armed forces.

| Name of Scheme | Date From | Date To |
|----------------|-----------|---------|
| | | |
| | | |
| | | |

Please provide all the information requested in PART B and return to me at my home address, as detailed above, as soon as possible.

Signed: _____ Date: _____

The information which is collected on this form will be held and processed in line with the Data Protection Act. The information will be shared between Cambridgeshire and Northamptonshire County Councils for the purposes of pensions administration.

This information can be made available in other languages and formats upon request such as Braille, large print and audio cassette. Please phone (01604) 366537 for further information.

Local Government Pension Scheme
Transfer Quotation

TVIN1

PART B Information to be provided by previous Pension Provider

The below Information must be provided by the previous pension provider, regarding a potential transfer of benefits into the Local Government Pension (LGPS) administered by LGSS Pensions Service.

Both Part A and Part B of this form must be returned to the applicant.

The LGPS is a statutory scheme that was set up under a Public General Act. The LGPS is salary-related scheme approved under Chapter 1 Part XIV of the Income and Corporate Taxes Act (ICTA) 1988 and was contracted-out until 5 April 2016. The LGPS is a member of the Public Sector Transfer Club. Any Guaranteed Minimum Pension (GMP) liability included in the transfer will be re-valued under Section 148 Orders. Current Regulations do not allow the LGPS to sign any documentation in respect of equalisation.

Please do NOT include any payment at this stage.

If the previous pension scheme is an occupational scheme:

- Service dates on which the benefit entitlement is based.
- Contracted out employment dates.
- Guarantee date (club transfer only)
- Weekly pre and post 88 GMP at date of leaving and the guarantee date/material date.
- Your PSTR number.
- Your ECON and SCON if applicable.
- Transfer value with any AVC shown as a separate value.
- Post 5 April protected right/section 9(2B) rights.
- Pensionable pay figure including any increases that have been applied in deferment (club transfer only).
- Current benefits value.
- Value of any pension offset from Scheme pays (club transfer only).
- Value of any pension sharing debit or earmarking order.

If the previous pension scheme is a personal pension arrangement:

- Date of membership of the arrangement.
- Basis of HMRC approval
- Your PSTR number.
- Transfer value.
- Details of any pension sharing or earmarking orders.

Local Government Pension Scheme
Transfer Request Form – Employer Consent

TVIN2

Please complete Section 1 in BLOCK CAPITALS and then forward the form to your Employer's HR Department to complete Section 2.

Section 1 Information About You

Surname: _____ Title: _____

Forenames: _____ Previous Surname(s): _____

Address: _____

Post Code: _____ Date of Birth: _____

Home Email Address: _____ National Insurance Number: _____

Home Phone No: _____ Work Phone No: _____

Date joined LGPS with current employment: ____ / ____ / ____

Current Employer: _____ Payroll No: _____

I did not make a decision to transfer within 12 months of joining the LGPS as:

(continue on a separate sheet if necessary)

I am considering transferring my previous pension rights to my current LGPS Pension Fund administered by LGSS Pensions Service.

As I have been a member of the LGPS in my current employment for more than 12 months, I am applying to you for an extension of the normal time limit for acceptance of a transfer, under Regulation 100(6) of the Local Government Pension Scheme Regulations 2013.

Please complete Section 2 overleaf and return this form to me at my **home** address, as detailed above, as soon as possible.

Signed: _____ Date: _____

The information which is collected on this form will be held and processed in line with the Data Protection Act. The information will be shared between Cambridgeshire and Northamptonshire County Councils for the purposes of pensions administration.

This information can be made available in other languages and formats upon request such as Braille, large print and audio cassette. Please phone (01604) 366537 for further information.

Section 2 Employer Authorisation

Employing Authority Name: _____

Member's Name: _____ National Insurance No: _____

I have reviewed your application under our employment discretion policy in respect of Regulation 100(6) of the Local Government Pension Scheme Regulations 2013.

I give my consent for the transfer of pension rights to proceed beyond the 12 month time limit.

My consent is given on the understanding that the transfer is completed within 12 months from the date of my signature. If it is not completed within this time scale, I reserve the right to reconsider my decision.

I do not give my consent for the transfer of pension rights to proceed beyond the 12 month time limit. See reasons indicated below:

(continue on a separate sheet if necessary)

If you disagree with my decision, you have the right to appeal by using the Internal Dispute Resolution Procedure (IDRP). Please contact me in the first instance. Where a disagreement cannot be resolved full details of the IDR process will be provided to you or alternatively this can be found at <http://pensions.cambridgeshire.gov.uk/index.php/current-scheme-members/> or <http://pensions.northamptonshire.gov.uk/index.php/current-scheme-members/>.

Name: _____ Designation: _____

Contact Phone No: _____

Signed: _____ Date: _____

(* Authorised signatory on behalf of Employer)

Employer's Authorisation Stamp