

Local Government Pension Scheme
Membership Information

MEMBER

Please complete this form if:

- You are a new employee and your employer has automatically brought you into the Local Government Pension Scheme (LGPS): or
- You are a current employee who has been auto-enrolled into the LGPS.

PART A Information About You

Section 1 Personal Details (Please use BLOCK CAPITALS)

Surname: _____ Title: _____

Forenames: _____ Previous Surname(s): _____

Address: _____

Post Code: _____ Date of Birth*: _____

Home Email Address: _____ National Insurance No: _____

Home Phone No: _____ Work Phone No: _____

*Please supply a certified photocopy (copy signed by you to certify that the photocopy is a true copy of the original) of your birth certificate or passport.

Section 2 Partnership Status

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

Section 3 Current Employment Details (Please use BLOCK CAPITALS)

Employer: _____ Payroll No (if known): _____

Job Title: _____ Start Date: _____

Date became a member of the LGPS (if different to Start Date): _____

PART B Previous Employment and Public Sector Pension Rights

In the following sections please provide written details of all your previous periods of employment in the LGPS and membership of other public sector pension schemes. **Legislation directs that it is important that you give full and accurate information in respect of your rights in the LGPS (England and Wales) and/or other public sector pension schemes (including LGPS in Scotland and Northern Ireland).**

Section 4 Other Previous Public Sector Membership Details (Please use BLOCK CAPITALS)

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

Name of Scheme	Date From	Date To

If you wish to investigate transferring either the public sector pension rights or any other previous pension rights, please refer to the information on either of the following websites:

Northamptonshire Pension Fund

<http://pensions.northamptonshire.gov.uk/index.php/current-scheme-members/transferring-in-service/>

Cambridgeshire Pension Fund

<http://pensions.cambridgeshire.gov.uk/index.php/current-scheme-members/transferring-in-service/>

Section 5 Previous LGPS Membership Details (Please use BLOCK CAPITALS)

Please list all your previous employments with an Employer which participates in the LGPS in England and Wales.

Name of Employer	Name of the LGPS Pension Fund	Date From	Date To	What happened to your pension benefits when you left? Eg refund, frozen/deferred refund, transfer, deferred, in receipt of pension.

Please note that automatic amalgamation of your previous LGPS frozen/deferred refund or deferred benefit with your current active pension account will apply in certain circumstances. Please refer to the attached "Frequently Asked Questions".

Section 6 LGPS Membership Prior to 1/4/2014 Only Election

If you have a period of membership solely prior to 1/4/2014 and you have not had a break of more 5 years membership in a public sector pension scheme, you can elect to be treated as if you had been an active member on 31 March and 1 April 2014. Please refer to the attached "Frequently Asked Questions" and confirm your election by ticking the box that applies:

I elect to be treated as an active member on 31 March and 1 April 2014

I elect not to be treated as an active member on 31 March and 1 April 2014

Section 7 Declaration

I certify that the information I have provided is correct and complete to the best of my knowledge.

I authorise the administrators of my previous LGPS rights to disclose full details of my pension rights to LGSS Pensions Service.*

*delete if not applicable.

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.

Membership Information Form
Frequently Asked Questions

What sections on this form must I complete?

You must always fully complete sections 1-3 in Part A and Section 7. If you have previous LGPS benefits you must fully complete Section 5 and Section 4 and 6 if applicable.

Where do I send the completed form?

Please return the completed form to LGSS Pensions Service, PO Box 202, John Dryden House, 8-10 The Lakes, Northampton, NN4 7YD.

Do I have to nominate a cohabiting partner to receive the survivor's pension?

From 1 April 2014 it is no longer necessary for a cohabiting partner to be nominated for the survivor's pension. It is, however, necessary on death to evidence that the conditions for a cohabitee's pension are met (eg financial dependency/interdependency, cohabitation etc), further details available on the LGSS Pensions Service's website.

In what circumstances would my previous Local Government Pension Scheme (LGPS) benefits be automatically amalgamated with the new active account?

Your previous LGPS benefits will be amalgamated if:

Post 31/3/2014 membership only:

- You have a deferred refund which is based on post 31/3/2014 membership only and the gap between employments is not more than 5 years.
- You have a deferred benefit which is based on post 31/3/2014 membership only, **unless** you elect to retain separate benefits.

A mixture of pre 1/4/2014 and post 31/3/2014 membership:

- You have a deferred refund which is based on pre 1/4/2014 and post 31/3/2014 members and the gap between employments is not more than 5 years.
- You have a deferred benefit which is based on pre 1/4/2014 and post 31/3/2014 members only, **unless** you elect to retain separate benefits. If the gap in active membership in a public sector pension scheme is less than 5 years, the pre 1/4/2014 will be attached to a final salary benefit of your new active pension account. If the gap is more than 5 years, a transfer value in respect of the pre 1/4/2014 benefits will purchase an amount of pension in your new active pension account.

Pre 1/4/2014 membership only:

- You have a frozen (deferred) refund in respect of pre 1/4/2014 membership. The transfer value will be used to purchase an amount of pension in your new active pension account.
- You have a deferred benefit and you have not had a break of more 5 years membership in a public sector pension scheme, you can elect to be treated as if you had been an active member on 31 March 2014 and 1 April 2014. If you do this, the pre 1/4/2014 membership will entitle you to a final salary benefit attached to your new active pension account.

Why do you require information on membership of other public sector pension schemes?

This is required, to ascertain whether you meet the requirements of the Public Sector Pensions Act, to maintain the final salary link for pre 1/4/2014 LGPS benefits. Under the Public Sector Pensions Act, to retain the final salary benefit link you must not have had a break of more than 5 years in a public sector pension scheme.