

**LOCAL GOVERNMENT PENSION SCHEME
LEAVER OPTION FORM - DETAILS OF MEMBER**

Surname:			
Forename(s):			
N.I. Number:		Employee Number	
Date of Leaving			
Home Address:			
		Post Code:	
Telephone:			
E-mail address:			

	Please tick
<p>I wish to keep my pension benefits in the Lewisham pension fund.</p> <p>I understand that choosing this option does not prevent me from deciding to transfer my benefits to a different pension scheme at some point in the future.</p> <p><small>[See Note 1 overleaf – this option is normally only available where the member has 2 years membership in the LGPS, or where the member joined the LGPS before 1/4/14 and has more than 3 months membership]</small></p>	<input type="checkbox"/>
<p>If I am eligible to do so, I would like my pension contributions to be refunded to me.</p> <p>Please send me a refund claim form.</p> <p><small>[See Note 2 overleaf – this option is normally only available where the member has less than 2 years membership of the scheme]</small></p>	<input type="checkbox"/>
<p>I am leaving to take up employment with another local authority and wish to consider transferring my pension rights to their fund.</p> <p>My new local authority employer is</p> <p><small>[See Note 3 overleaf]</small></p>	<input type="checkbox"/>
<p>I am considering transferring my pension rights to another pension arrangement with</p> <p>I will tell my new pension provider to contact you to obtain all the relevant information and I consent to that information being released.</p> <p>I understand that you will not transfer my pension benefits to my new scheme without my signing a further form making it absolutely clear that is what I want to happen.</p> <p><small>[See Note 4 overleaf]</small></p>	<input type="checkbox"/>

Signed:	Date:
---------------	-------------

After completion, send to:- L/B of Lewisham, Pensions Section, 5th Floor, Laurence House, Catford, SE6 4RU

LEAVER OPTION FORM - NOTES

<p>Note 1</p>	<p>Provided the member has the minimum period of 'qualifying service' (<i>which is normally 2 years if the member does not have LGPS membership before 1st April 2014, or 3 months if the member joined the scheme before 1st April 2014</i>) then this is the automatic 'default' option.</p> <p>Your pension benefits will be calculated and notified to you. Those benefits will then increase annually in accordance with Pension (Increase) Orders made by the Government.</p> <p>Your benefits can be paid at any time after you have reached your 55th birthday, although your benefits will be reduced to reflect their early payment if you claim your benefits before you reach your 'normal retirement age'.</p> <p>At any time before your pension benefits become payable, you can choose to transfer your pension rights to another (HMRC approved) pension arrangement. so opting to keep your benefits in the Lewisham fund does not prevent you from electing to transfer at a later date.</p>
<p>Note 2</p>	<p>Please note that the refund would only be in respect of the contributions that have been deducted from your pay – you would not benefit from any of the contributions your employer has paid to the scheme on your behalf. In addition, deductions would be made from the refund (a) in respect of the extra national insurance you would have paid had you not been a member of the LGPS; and (b) in respect of tax, at a flat rate of 20%, regardless of whether you are a taxpayer or not.</p> <p>In order to claim a refund you must have less than 2 years membership of the LGPS (including service in another occupational scheme for which a transfer value has been paid to the LGPS) and, if you joined the LGPS before 1/4/14 and have more than 3 months membership, you must elect for the refund within 6 months of leaving the scheme. In addition:-</p> <p>You must not have had a transfer in to the LGPS from a pension arrangement that does not permit a refund of contributions (e.g. from a personal pension scheme); and</p> <p>You must not hold a concurrent employment with Lewisham or with any other Council or body that operates the local government pension scheme; and</p> <p>You must not have re-joined the LGPS within a month and a day of ceasing the employment in respect of which you are claiming the refund of contributions; also, you must not have re-joined the LGPS before the refund has been paid; and</p> <p>You must not have other benefits in the LGPS in England and Wales, whether deferred, or in payment as a pension, or as an active member.</p> <p>You must not have a 'Pension Credit' in the Local Government Pension Scheme following a divorce or termination of a Civil Partnership; and</p> <p>You must not have previously transferred any LGPS benefits overseas.</p> <p>You will be asked to sign a declaration to this effect before a refund can be paid since the consequences of claiming a refund whilst not eligible to do so can be very serious. If you receive a refund having failed to disclose other LGPS benefits, payment of the refund will 'wipe out' your entitlement to those other benefits.</p>
<p>Note 3</p>	<p>Your LGPS benefits automatically transfer to your new Authority's pension fund unless you elect not to transfer within 12 months of joining the new LGPS fund.</p>
<p>Note 4</p>	<p>It is not compulsory to transfer your benefits to a new scheme and it may not be in your best interests to do so. If you are unsure, you should seek independent financial advice.</p>