

Lewisham Local Government Pension Scheme (LGPS) Election to Opt In



This form is for completion by those who wish to Opt into the Local Government Pension Scheme

Before completing and returning the form, please read the notes overleaf.

Please complete using BLOCK CAPITALS and **black** ink only.

| | | | | | | |
|------------------------|--|--|--|------------------|---------------------------------------|--|
| Surname | | | | | Mr/Mrs/Miss/Ms/Other (please specify) | |
| Forename(s) | | | | Date of Birth | | |
| National Insurance No. | | | | Employer | | |
| Home Address | | | | | | |
| Postcode | | | | Daytime Tel. No. | | |
| Email Address | | | | | | |

Please provide details below of the job(s) you hold with your employer in which you wish to elect to join the LGPS. If you have more than one job you can opt to join the LGPS in one, some or all of the jobs. You should only provide details below of the job(s) in which you wish to elect to join the scheme. If you wish to join the scheme in more than 3 jobs you will need to complete and return an additional form. If you hold jobs in the LGPS with different employers you will need to complete and return a separate form to each employer.

| | Job title / Location | Payroll Number (if known) |
|-------|----------------------|---------------------------|
| Job 1 | | |
| Job 2 | | |
| Job 3 | | |

Declaration

- I have read and understood the notes overleaf.
- I confirm that I wish to join the LGPS in the job(s) I have indicated on this form.

| | |
|--|------|
| Signature | Date |
| <p>Once completed, return this form to your employer and send a copy of the form to: The Pensions Team, 4th Floor, Laurence House, 1 Catford Road, London, SE6 4RU</p> | |

| For Official Use Only | | | |
|---|-------------------|-------------------------|------|
| Action | | | Date |
| Form received by Employer/HR/Payroll | | | / / |
| Notification sent to payroll / actioned | | | / / |
| Notification of joining issued to the Fund? | Yes / No | If yes, enter date sent | / / |
| | Contribution rate | % | |
| Authorised Signature | | | / / |

Key features

The Local Government Pension Scheme (LGPS) is a valuable part of the pay and reward package for employees working in local government or working for other employers participating in the scheme. The key features of the scheme include:

A secure pension

Your pension is worked out every year and added to your pension account. Each year 1/49th of your pensionable pay is put into your pension account; at the end of the year the total amount of pension in your account is adjusted to take into account the cost of living.

Flexibility to pay more or less contributions

You can boost your pension by paying more contributions, which you would get tax relief on. You also have the option in the LGPS to pay half your normal contributions in return for half your normal pension. This is known as the 50/50 section of the scheme and is designed to help members stay in the scheme when times are financially tough.

Tax efficient now and in the future

As a member of the LGPS, you receive tax relief on the contributions that you pay plus you have the option when you draw your pension to exchange part of it for tax-free cash.

Peace of mind

Your family enjoys financial security, with immediate life cover and a pension for your spouse, civil partner or eligible cohabiting partner and eligible children in the event of your death in service or if you die after leaving having met the 2 year qualifying period also known as a vesting period. If you ever become seriously ill and you've met the 2 year qualifying period, you could receive immediate ill health benefits.

Freedom to choose when to take your pension

Your pension is usually payable from your normal pension age which is linked to your State Pension age (with a minimum of 65). You can choose to retire and take your pension at any time between the age of 55 and 75. If you choose to take your pension before your normal pension age it will normally be reduced, as it's being paid earlier. If you take it later than your normal pension age it will be increased because it's being paid later.

Returning the completed form

The completed election form should be returned to your employer's Payroll Section or Human Resource department.

It is important that you fully complete this form. If it is incomplete, or you do not provide sufficient detail for your employer to identify the job(s) in which you wish to join the LGPS, the form will not be accepted as a valid request and will be returned to you for clarification.

Purpose for which this form will be used

This form, once completed and returned to your employer's Payroll Section or Human Resource department, will be used to enrol you into the Local Government Pension Scheme and commence deductions of pension contributions. The form will be retained as a record of your election to join the Local Government Pension Scheme or, if you hold more than one job with us, as a record of your election to join in the job or jobs you have indicated on the form.

Further Information

You can obtain further information about the LGPS from the following websites:

<https://www.lgpsmember.org/>

www.lewishampensions.org