

Pension scheme membership form

LGPS 01

PART A - Personal details

SURNAME: _____ FORMER SURNAME: _____
FORENAME(S): _____ TITLE: _____
ADDRESS: _____

DATE OF BIRTH: _____ N.I. NUMBER: _____
TELEPHONE (HOME): _____ (MOBILE): _____
E-MAIL ADDRESS: _____

MARITAL STATUS Please tick the relevant box below to indicate your current marital status

MARRIED / CIVIL PARTNERSHIP DIVORCED / DISSOLVED CIVIL PARTNERSHIP
DATE: _____ DATE: _____
ALWAYS SINGLE WIDOWED / SURVIVING CIVIL PARTNER
COHABITING PARTNER DATE: _____

EMPLOYING ORGANISATION: _____
DEPARTMENT & POST HELD: _____
DATE STARTED WORK: _____

PART B - Option to join the Local Government Pension Scheme (LGPS)

If you were previously a Member of the LGPS and Opted Out, or if you have a contract of employment for under 3 months, then you may opt to join the LGPS by ticking the box below:

I OPT TO BECOME A MEMBER OF THE LGPS

If PART B applies to you then please return this form to your employer so that they can commence deduction of contributions from your next available pay period.

Previous employment and pension rights

In the following sections please provide written details of all of your previous periods of employment and, also, copies of all previous notifications given to you under Local Government Pension Scheme (LGPS) Regulations. **Legislation directs that it is important you give full and accurate information, especially for ascertaining your rights in the LGPS.**

PART C - Previous membership of the Local Government Pension Scheme (LGPS)

ARE YOU CURRENTLY RECEIVING A PENSION FROM THE LGPS? NO YES

If you are receiving an LGPS pension you must tell us which LGPS Pension Fund is paying you

NAME OF LGPS PENSION FUND: _____

You **must** also tell the LGPS Pension Fund which is currently paying you a pension that you have rejoined the LGPS and are currently an active Member with Avon Pension Fund.

Previous Employment with a Local Government Pension Scheme (LGPS) Employer

Please list all your previous employments with an Employer which participate in the LGPS,

Name of the Council or other LGPS Employer you worked for	Name of your Department and the Post you held	Date From	Date To	Were you a Member of the LGPS? If so, which Fund?	Were you in the Teachers', Fire Service or Police pension scheme?	What happened to your pension contributions when you left?

- **Were you paying extra pension contributions in order to ‘purchase’ additional benefits?**
 (i.e. Added Years, Additional Regular Contributions, Additional Pension Contributions or Additional Voluntary Contributions)

NO YES please give details _____

- **Have you ever opted-out of the LGPS?**

NO YES please give date(s) _____

- **Do you want us to investigate the transfer of your previous period(s) of LGPS Membership into your current LGPS Membership with Avon Pension Fund?**

NO YES please complete a ‘Transfer Enquiry Authorisation’ form for us to send to your previous LGPS Fund
 (please complete a separate form for each previous LGPS Fund)

PART D - Membership of other pension schemes

Please give details of all other pension schemes (outside of the LGPS) that you have paid into. If you have previously paid into, or are currently paying into, a pension scheme linked to another employment please also tell us the name and address of the relevant employer.

NAME OF PREVIOUS PENSION SCHEME: _____

NAME OF SCHEME ADMINISTRATORS: _____

ADDRESS OF ADMINISTRATORS: _____

NAME OF EMPLOYER (If applicable): _____

ADDRESS OF EMPLOYER: _____

- **Do you want us to investigate the possibility of transferring your previous pension rights into the Avon Pension Fund?**
NO YES please complete a separate 'Transfer Enquiry Authorisation' form for each pension you would like us to investigate

NAME OF PREVIOUS PENSION SCHEME: _____

NAME OF SCHEME ADMINISTRATORS: _____

ADDRESS OF ADMINISTRATORS: _____

NAME OF EMPLOYER (If applicable): _____

ADDRESS OF EMPLOYER: _____

- **Do you want us to investigate the possibility of transferring your previous pension rights into the Avon Pension Fund?**
NO YES please complete a separate 'Transfer Enquiry Authorisation' form for each pension you would like us to investigate

If you have paid into any more pension schemes please continue on a separate sheet

PART E - Certification by new scheme member

On this form I have given full details of my pension status prior to my current employment. I understand that any error, omission or delay in submitting this form may prejudice my rights under the Local Government Pensions Scheme Regulations. Where I have expressed an interest in a transfer of pension rights I have completed a 'Transfer Enquiry Authorisation' form.

SIGNED: _____ DATE: _____

Please return this form to Avon Pension Fund

Bath & North East Somerset Council, Lewis House, Manvers Street, Bath BA1 1JG

IMPORTANT NOTE - The LGPS changed from 1 April 2014

Whether you have to make an election to transfer any of your previous pension benefits or have to make an election to keep your benefits separate depends on the type of benefit and when it was accrued. This can only be determined once you have completed and returned this form.

Any elections must be made within 12 months of entering the Local Government Pension Scheme.

It is important that this form is returned as early as possible.

PART F - Information about the Local Government Pension Scheme (LGPS)

A short guide to the LGPS is enclosed in your Pension Pack. Further information is available from Avon Pension Fund or on our website at www.avonpensionfund.org.uk

How we communicate with you during your membership

Please indicate below your preferred method to receive information about the LGPS and your pension account. You can change your elected preference anytime during your membership using your 'my pension online' account.

EMAIL

POST

Please indicate below if you require general information about the LGPS in an alternative format.

LARGE PRINT

BRAILLE

AUDIO

Avon Pension Fund, Local Government Pension Scheme administered by Bath & North East Somerset Council.

Data Protection: Avon Pension Fund is a Data Controller as defined in the UK GDPR. We store, hold and manage your personal data in line with statutory requirements to provide you with pension administration services. For more information about how we process your data, your individual rights and answers to frequently asked questions, please visit our website: avonpensionfund.org.uk