

Local Government Pension Scheme Membership Form



Please complete in **BLOCK** capitals and **black** ink.

Section 1 - Your personal details

This section needs to be completed in full in all cases.

Surname Title

Name National Insurance No.

Gender Date of birth

Address

Postcode Email address

The employment details required below are for the post you have been appointed to.

Employer Assignment number

Post/Job Date commenced

Section 2 - Pension Scheme election

Your Pension Scheme is a valuable part of your pay package

If you decide to opt out of the scheme you must complete an opt out form. This form can be found on our website or alternatively contact our office.

If you wish to join the 50/50 section of the Local Government Pension Scheme you will need to complete an additional separate election form to do this. This form can also be found on our website or alternatively contact our office.

Please tick

I wish to become/remain a member of the Local Government Pension Scheme (please provide information requested overleaf).

Please remember to sign and date this form.

Signed Date

Please complete and return to your HR section.

Section 3 - Marital status

Please Tick

I am single	<input type="checkbox"/>	I am a widow/widower	<input type="checkbox"/>	Date _____
I am married	<input type="checkbox"/>	I am divorced	<input type="checkbox"/>	Date _____
I am civilly registered	<input type="checkbox"/>	I am separated	<input type="checkbox"/>	Date _____
I am cohabiting with my partner and have been for at least 2 years			<input type="checkbox"/>	

A copy of your birth certificate should be sent with this form. If you are married or civilly registered please also enclose a copy of your marriage/civil registration certificate. If the certificates are not readily available, please do not delay the return of this form.

<input type="checkbox"/> My birth certificate is attached	<input type="checkbox"/> My birth certificate will follow
<input type="checkbox"/> My marriage certificate is attached	<input type="checkbox"/> My marriage certificate will follow
<input type="checkbox"/> My civil registration certificate is attached	<input type="checkbox"/> My civil registration certificate will follow

Section 4 – Previous Public Sector Service

If you have previously worked for any other public service we need to know about it as this can affect your pension with us. Please list any employments that you have had in public service below

Employer.....	Dates.....
Employer.....	Dates.....
Employer.....	Dates.....
Employer.....	Dates.....
Employer.....	Dates.....
Employer.....	Dates.....

I certify that this is an accurate account of my previous public sector service

Signed..... Date.....

Section 5 - Previous pension rights

It may be possible to transfer your previous pension rights to the Local Government Pension Scheme. Please provide details overleaf of all previous pension scheme membership, including local government, public service, occupational, personal or any other pension arrangement. (please use a continuation sheet if necessary). If you would like Warwickshire County Council to enquire about the possibility of a transfer, please sign the authorisation overleaf and attach copies of any relevant documents from your previous scheme(s).

Authorisation at this stage is for quotations only. No transfer will be completed without your final authorisation.

An application to transfer pension rights will not normally be accepted if made more than 12 months after joining the Local Government Pension Scheme.

Name of Employer or personal pension provider

Name and address of previous scheme or personal pension plan

Policy Number

Date commenced Date ceased

When you left did you

Take a refund? Draw a pension? Transfer benefits? Defer benefits?

Name of Employer or personal pension provider

Name and address of previous scheme or personal pension plan

Policy Number

Date commenced Date ceased

When you left did you

Take a refund? Draw a pension? Transfer benefits? Defer benefits?

Name of Employer or personal pension provider

Name and address of previous scheme or personal pension plan

Policy Number

Date commenced Date ceased

When you left did you

Take a refund? Draw a pension? Transfer benefits? Defer benefits?

I authorise the administrator of Warwickshire County Council Local Government Pension Scheme, to approach my previous pension scheme(s), requesting information that is relevant to the possible transfer of my pension benefits.

Signed Date

Print Name

Address

..... Postcode

Please note: An application to transfer pension rights will not normally be accepted if made more than 12 months after joining the Local Government Pension Scheme

Section 6 - Increasing your benefits

It is important that we know if you have previously paid Additional Voluntary Contributions (AVCs) Additional Regular Contributions (ARCs) or have increased your previous pension benefits by purchasing added years.

Please tick if you have ever paid extra contributions (in any of the following arrangements:)

- | | |
|---|--------------------------|
| Paying Additional Regular Contributions (ARCs) | <input type="checkbox"/> |
| In-house Additional Voluntary Contributions (AVCs) | <input type="checkbox"/> |
| Free standing Additional Voluntary Contributions (FSAVCs) | <input type="checkbox"/> |
| Paying into a current additional years contract with the LGPS | <input type="checkbox"/> |

Section 7 – Combined annual benefit statements

As a member of the Local Government Pension Scheme you will receive annual benefit statements, we are working together with the Department for Works and Pensions (DWP) to provide you with a combined benefit statement. This will include information about your Local Government Pension Scheme benefits and your State Pension benefits. To provide you with this information we will need to provide DWP with your name, gender, National Insurance number, date of birth and payroll number.

I understand that I will be provided with a Combined Benefit Statement, I confirm that (please tick the appropriate box)

- I do want to receive a Combined Benefit Statement and authorise Warwickshire County Council to obtain the necessary information from the appropriate body.
- I do not want to receive a Combined Benefit Statement.

Please return your completed form to your HR section. On completion of your pension record we will issue you with a membership certificate and details of where to find the Scheme Guide.

If in the meantime you require any further information please contact our office:

email: pensions@warwickshire.gov.uk, or visit our website: www.warwickshire.gov.uk/pensions.

You can also contact us by post: Treasury & Pensions Group,
Warwickshire County Council, PO Box 3, Shire Hall, Warwick CV34 4RH
or telephone surname **A-F** 01926 412682, **G-N** 01926 736382, **O-Z** 01926 418128.

How your information may be used

We work with partners to provide you with public services. To do this, we may need to share your information. We will do this in a way that protects your privacy. We are under a duty to protect public funds. We may use any of the information you have provided on this form for the prevention and detection of fraud. We may also share this information with other bodies that are responsible for auditing or administering public funds.

Please let us know when any of your contact details change. You have the right to know what information we hold about you and we try to make sure it is correct.

If you would like further information visit our website: www.warwickshire.gov.uk/privacy
or contact our Customer Service Centre at: Warwickshire County Council, Shire Hall,
Warwick, CV34 4RR Telephone: 01926 410410