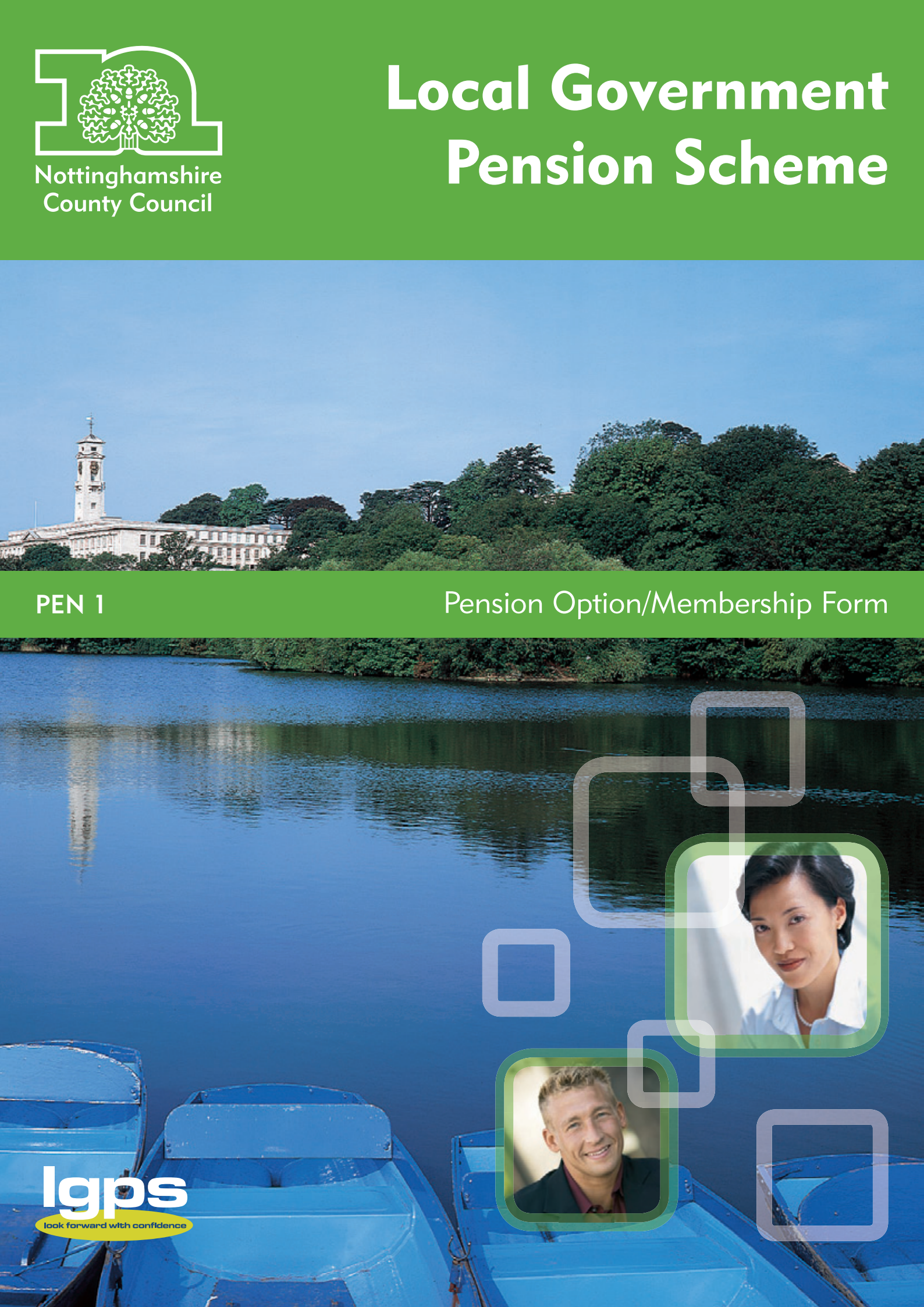
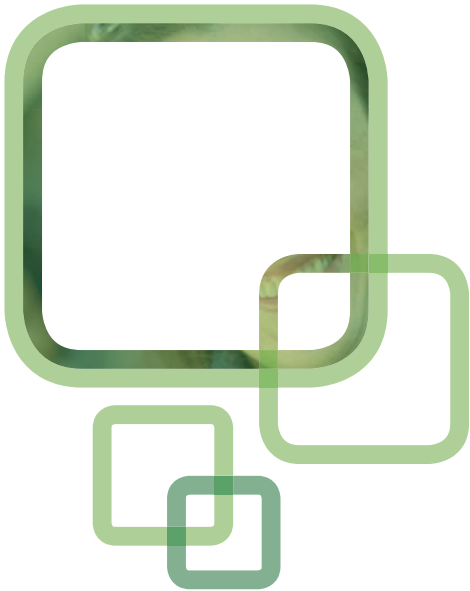


Local Government Pension Scheme

PEN 1

Pension Option/Membership Form





All members with a contract of three months or more have the right to join the Local Government Pension Scheme.

However if you do not wish to be a member of the pension scheme, you can opt not to join the scheme by completing the option form on the facing page.

A low cost scheme

It is good value for money because your employer shares the cost. The cost will be between just 5½ and 7½ pence for every pound, depending on your level of earnings, and even less if you pay tax or national insurance. Check our website to see what band of contributions would apply to you.

Guaranteed returns

As a member you can look forward to a guaranteed package of benefits to enjoy when you retire, including an income for the rest of your life which will go up every year.

Life cover

At no extra cost, and from the moment you join, you have valuable life cover. This means that should you die before retirement, the scheme would pay out a lump sum, now equivalent to three years pay.

Joining

Joining couldn't be simpler . . . just fill in the two page membership form on the facing page.

If you have a personal pension or stakeholder pension

If you currently contribute to a personal pension plan or a stakeholder pension scheme and decide to join the Local Government Pension Scheme (LGPS), you should immediately inform the administrators of your personal pension plan or stakeholder scheme that you have joined your employer's pension scheme.

You should be able to continue to contribute to these schemes whilst being a member of the LGPS if you so wish.

Opting out

You don't have to join – the choice is yours. If you don't want to take advantage of this first class pension scheme and the valuable benefits it offers, you must fill in the two page form on the facing page. If in doubt, you should seek independent financial advice to discuss your personal circumstances.

Please think carefully – this could be one of the most important decisions you ever make.

A booklet giving more details on the Scheme is available from your Human Resources Department.

Contacting us

email **lgpensions@nottsc.gov.uk**
phone **0115 846 3333**
fax **0115 846 3300**
post **Employee Services Centre,
Nottinghamshire County Council,
c/o County Hall, West Bridgford,
Nottingham NG2 7QP**
internet **www.nottspf.org.uk**
published **May 2010**

This information can be made available upon request in alternative formats and languages.



Employee Pension Option/Membership Form

PEN 1

To be completed by the employee and returned to the relevant employing department/authority.

Your Details

Title (Mr/Mrs/Miss/Ms)

Surname

Forenames

Maiden name

National insurance no.

Home address

Your employer

Your department

Your pay number

 Post code

JOINING

I wish to join the Local Government Pension Scheme

I understand that contributions will be deducted from the next pay period.

NOT JOINING

I do NOT wish to join the Local Government Pension Scheme

I understand that I will be giving up my rights to the valuable benefits offered.

Your Signature

Date

Additional Information required for those joining the scheme

Date of Birth

* Please enclose a copy of your Birth Certificate or relevant section of your passport

MARITAL STATUS:

Single

Married

Divorced

Widowed

Civil Partnership

Nominated Partner #

You will need to complete a Nomination of Cohabiting Partner form (PEN 14)

Please tick the box if you hold a reduced rate N.I. card

Our pensions newsletter Nest Egg is produced twice a year. If you would like to be notified electronically when a new issue is available, please provide your email address below:

PREVIOUS PENSIONABLE SERVICE AND/OR PERSONAL PENSION DETAILS (See Overleaf):

Using the space provided on the next page, please provide details of any other pension entitlement you have, even if you do not wish to transfer these benefits into the Local Government Pension Scheme.

P.T.O.

Declaration of previous pension benefits and requests for transfers

Any request to transfer must be made within 12 months of joining the scheme (although this may be extended subject to the employer’s discretion). Failure to request a transfer within the 12 month time limit may prejudice your future pension provision. For example, a transfer from a public sector (club) scheme, eg Teachers, NHS, Civil Service, may be treated as a non public sector scheme (non club) if it is transferred into the Local Government Pension Scheme (LGPS) after 12 months with the employer’s agreement. Different factors would therefore be used to calculate the transfer’s value in the LGPS, possibly resulting in a lower service credit.

Please give below details of previous pensionable employments and/or personal pension details - attach an additional sheet, if required.

Name and Address of Employer or Personal Pension Provider (include policy number if applicable)	Period of Service?	Were you in a pension scheme?	Please state whether pension is in payment, deferred or has been refunded.	Have pension rights been transferred to next employer?	Do you wish to consider transferring the service to the Notts.C.C Scheme?

If you would like to consider a transfer of pension rights, please complete the following:
I hereby give authorisation for the scheme(s) listed above to release details of my previous pension rights to the Nottinghamshire Local Government Pensions Office.

Full Name Signed Date

This section to be completed by the Employing Department / Authority and sent to the Pensions Office with a photocopy of the birth certificate or relevant section of passport.

Employing Authority / Department

Type and place of employment

Date commenced employment Date commenced pension conts

Actual salary at date pension contributions commenced

W/T Equiv Salary Contribution Rate

Contractual Hours (Per Week) W/T Equiv Hours

If a Term-Time Employee, please state the number of Contractual Weeks

Comments / Additional Information

I confirm this employee is eligible to be a member of the Local Government Pension Scheme.

Certified Correct Date

Print Name Tel No