

CONTROLLED ONCE COMPLETED

## ELECTED MEMBERS PENSION OPTION FORM

### Section 1 – Your personal details

Surname		Title	
Forename(s)		Phone	
Address			
Date of birth	dd/mm/yyyy	National Insurance number	
Authority paying salary/allowance		Elected position	

### Section 2 – Join or change section of the LGPS

Are you joining the Main section or changing to the 50/50 section? *(Please select one)*

**Main section** (I am either, not an LGPS member in this position, or, currently in the 50/50 section)

**50/50 section** (I am already paying LGPS contributions in this position)

### Section 3 – Declaration

**Main section:** If you aren't a member of the Local Government Pension Scheme (LGPS) in this position, joining will mean paying pension contributions at a level dependent on the pensionable allowances and salary you receive.

- You can only join the LGPS in positions you're eligible to do so.
- When you join the LGPS you're entered in the Main section.
- If your membership of the LGPS in this position ends in less than 2 years and you have no transferred in, or aggregated membership, you'll receive a refund of your contributions and the LGPS will have no further liability to you.
- You can opt out of the LGPS at any time.

**50/50 section:** If you're already a contributing member of the LGPS in your post, changing to the 50/50 section means that you will pay half your normal contribution rate and build up half your normal pension from that point.

- In the 50/50 section, you still get full life assurance cover, ill health cover and survivor benefits in the event of your death.
- Contributions to an Additional Voluntary Contribution (AVC) fund will remain at full rate.
- The 50/50 section is designed for to be a short-term option.
- You can elect to change back to the Main section at any time, but the authority paying you is required to put you back into the Main section every three years from the date they began auto-enrolment.

**I have read the declaration and understand that the choices I make now are important in planning for my retirement.**

**I confirm that I wish to join the section of the LGPS indicated in Section 2 of this form at the relevant authority's next available pay date.**

Signature		Date	dd/mm/yyyy
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**Once completed, this form should be given to your relevant authority**

*Incomplete forms, or forms signed and dated before a position has started, or auto-enrolled back into the Main section, won't be accepted*

## Guidance

The LGPS has two sections: The Main section and the 50/50 section. When you first elect to join the LGPS, you are put into the Main section where you pay standard contributions and build up standard benefits. Once you are a member of the Main section you can elect in writing to move to the 50/50 section if you wish.

In the 50/50 section, you pay half the standard contributions and build up half the pension you would if you had stayed in the Main section.

The 50/50 option will not reduce your lump sum life cover you have as a member. It will also not reduce any applicable pensions for dependants if you die. These will still be worked out as if you were in the Main section.

Your ill health cover will not be reduced in the 50/50 section. If you retire on ill health grounds under tiers 1 or 2 whilst in the 50/50 section, the amount of any extra pension is worked out as if you were in the Main section.

If you have elected to be in the 50/50 section your relevant authority's will move you back into the Main section at their auto-enrolment date. You can elect to change to the 50/50 section again by filling in this form again at that time. To find out details of the authority's auto-enrolment date, please speak to them directly.

You can find out more at: [www.derbyshirepensionfund.org.uk/paying-in](http://www.derbyshirepensionfund.org.uk/paying-in)

## Changing section in the LGPS – What you need to know

**When the change will take place:** From your next available pay date. Each authority has their own cut-off date after which they can't make any changes to the payroll. If you miss the cut-off for the next pay period, it will take place on the one after that.

**Changing your mind:** You can change from either the Main section into the 50/50 section, or from the 50/50 section back into the Main section whenever you like. Just use this form to tell the relevant authority what you want to do.

### Already topping up your benefits:

- Additional Voluntary Contributions (AVCs): If you're paying AVCs, these can continue at the same rate as before you elected to change section.
- Additional Pension Contributions (APCs) to cover breaks: If you're paying APCs to catch up on a break, for example unpaid child related leave, these can continue as before.
- Ordinary APCs: If you are paying ordinary APCs just to increase your pension, these will stop.

### Starting to top up your benefits:

- AVCs: If you are in the 50/50 section, you can still start to pay AVCs.
- APCs to cover breaks: If you are in the 50/50 section, you can still start to pay APCs to catch up on a break.
- Ordinary APCs: If you are in the 50/50 section, you can't pay ordinary APCs.