



# Derbyshire Pension Fund

Local Government Pension Scheme  
**Employer Newsletter**

Issue 175  
August 2021

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## My Pension Online

We'd like to thank the employers that have already shared information with their employees about My Pension Online, our service for Local Government Pension Scheme (LGPS) members.

Since the launch nearly 4,500 members have registered to use My Pension Online. These members can now access their 2021 annual benefit statement on their account.

### Getting started

If you receive any questions from your employees about My Pension Online, you can direct them to our [website](#). The My Pension Online homepage offers guidance on how to sign up and log in, including a step-by-step guide through the registration process.

### Promotional resources

We're encouraging all LGPS members to sign up by issuing a letter to home addresses when their latest [annual benefit statements](#) are available on their accounts.

Your help in promoting the service will allow us to reach more members. We've created images and posters which you can use in emails, newsletters, intranet pages and other materials. You can access these on our [My Pension Online resources](#) section.

If you have employees in other pension schemes, please add into your communications that My Pension Online is for LGPS members only.

## Funding Strategy Statement Consultation

We'd like to thank the employers who shared their comments and views on our draft updates to our Funding Strategy Statement. The updates reflect recent changes to LGPS regulations. Our Pensions and Investments Committee will review all comments received when finalising the revised Statement. We'll let you know when the revised Statement is available.

## Member forms improvements

We've recently enhanced our 'Pension option form' and 'Opt out form' by changing them from excel files to fillable PDFs. This means your employees can now download these forms as

PDFs and type their details into the editable fields. It also gives them the option to insert an electronic signature, instead of printing and signing by hand.

We hope that these changes will improve the service we all provide by:

- using less paper
- saving time
- enabling members to email their completed forms to you
- support accessibility

Both forms are available in [our forms and guides](#) section of the website.

## Pension option form

This member form is used to either:

- join the scheme
- change from the main section to the [50/50 section](#)
- change from the 50/50 section to the main section

The changes we've made are as follows:

- Tick boxes so your employees can let you know which section they'd like to join
- A free text box for your employees to confirm the post they wish their chosen pension option to be applied to
- Revised guidance on page 2

The 50/50 section allows your employees to flexibly pay 50% contributions and build up 50% pension benefits during times when they may prefer to pay lower contributions. Members in this section retain their full life and ill health cover. This is an alternative to opting out. You'll need to return these members to the main section as part of your auto re-enrolment procedure every 3 years.

## Opt out form

This member form should be used by your employees if they wish to [opt out](#) of their LGPS membership.

The changes we've made are as follows:

- Tick boxes so your employees can let you know whether they want to opt out from their next pay date, or a date in future
- A free text box for your employees to give details of the post they're opting out of.
- Revised guidance on page 2

If an employee asks you for a printed copy of the opt form, you must tell them to [contact us](#). We'll be happy to send a copy to their home address.

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**PENSION OPTION FORM**

**Section 1 – Your personal details**

Surname \_\_\_\_\_ Title \_\_\_\_\_  
Forename(s) \_\_\_\_\_ Telephone \_\_\_\_\_  
Address \_\_\_\_\_  
Date of birth: dd/mm/yyyy National Insurance number \_\_\_\_\_  
Employee Number \_\_\_\_\_ Employer \_\_\_\_\_

**Section 2 – Join or change sections 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 post, or currently in the 50/50 section)   
50/50 section (I am already paying LGPS contributions in this post)

If you hold more than one post, please state below the name and/or reference of the post the form relates to: (Please use a separate form for each applicable post)

**Section 3 – Declaration**

Main section: If you aren't a member of the Local Government Pension Scheme (LGPS) in this post, joining will mean paying pension contributions at a level dependent on your annual pay.

- You can only join the LGPS if you're eligible to do so.
- When you join the LGPS you're automatically entered in the Main section.
- If your membership of the LGPS in this post ends in less than 2 years and you have no transferred membership, or other LGPS benefits, 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 that your normal contribution rate and build up that your normal pension for that post.

- In the 50/50 section, you still get full life assurance cover, ill health cover and superior 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 your employer 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 my employer's next available pay date.

Signature \_\_\_\_\_ Date \_\_\_\_\_ dd/mm/yyyy

Once completed, this form should be given to your employer's payroll or HR team

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**OPT OUT FORM**

**Section 1 – Your personal details**

Surname \_\_\_\_\_ Title \_\_\_\_\_  
Forename(s) \_\_\_\_\_ Telephone \_\_\_\_\_  
Address \_\_\_\_\_  
Date of birth: dd/mm/yyyy National Insurance number \_\_\_\_\_  
Employee Number \_\_\_\_\_ Employer \_\_\_\_\_

**Section 2 – Opting out of the LGPS**

From when do you wish to opt out of membership of the LGPS? (Please select one)

From the beginning of my next pay period   
From... dd/mm/yyyy

If you hold more than one post, please state below the name and/or reference of the post (or posts) from which you wish to opt out of LGPS membership:

**Section 3 – Declaration**

I declare that by opting out of the Local Government Pension Scheme (LGPS) I am knowingly giving up the opportunity to be a member of the LGPS which would provide a guaranteed package of benefits that are backed by law, including:

- life cover – with a lump sum of three times my pay if I die in service
- serious ill health cover – if I must retire due to serious illness, I could receive immediate benefits based on an enhanced period of LGPS membership.

and, once I have two years' membership in the LGPS:

- redundancy cover – early payment of pension benefits if I am made redundant or retired on business efficiency grounds at age 55 or over
- voluntary early retirement – from age 55 (even though the normal pension age is the same as my State Pension age with a minimum of age 65). Benefits taken before normal pension age may be reduced for early payment
- a secure pension – payable for life that increases with the cost of living
- tax-free cash – the option to exchange part of my pension for tax-free cash at retirement
- cover for my family when I die – including a survivor's pension for my spouse, civil partner, or eligible cohabiting partner as well as children's pensions.

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

I confirm that I wish to opt out of the LGPS in the post(s) I have indicated on this form.

I understand that if I opt out, I will lose the right to pension contributions from my employer.

I understand that if I opt out, I may have a lower income when I retire.

Signature \_\_\_\_\_ Date \_\_\_\_\_ dd/mm/yyyy

Once completed, this form should be given to your employer's payroll or HR team  
Incomplete forms, or forms signed and dated before a post has started or been re-enrolled, are not permissible

Opt out form v3.0 Page 1 of 2 derbyshirepensionfund.org.uk

## Employee details changes

It's important that you let us know as soon as possible when an employee's details change, for example, title, name, address. This helps us to minimise the risk of data breaches occurring.

If you're not using i-Connect yet, please remember to notify us using the C1 Form when any of your LGPS members change their personal and contact details. The C1 Form is available on the [Forms for employers](#) section of our website.

## Email addresses

A quick reminder of our email addresses and what they should be used for:

[dpf.employers@derbyshire.gov.uk](mailto:dpf.employers@derbyshire.gov.uk) - For submitting member notification forms such as the S1,L1, C1 and estimate requests. [All found here](#).

[pensions.tech@derbyshire.gov.uk](mailto:pensions.tech@derbyshire.gov.uk) - For submitting contribution returns (CR1), data and payment queries.

[pensions.regs@derbyshire.gov.uk](mailto:pensions.regs@derbyshire.gov.uk) - For queries relating to LGPS regulations, employer training, events and communications.

[pensions@derbyshire.gov.uk](mailto:pensions@derbyshire.gov.uk) - For queries and requests from members of the LGPS.

[pensions.iconnect@derbyshire.gov.uk](mailto:pensions.iconnect@derbyshire.gov.uk) – For employer queries about i-Connect.

**If you have any queries about the information provided in this Newsletter,  
or about the LGPS in general, please contact us at:**

**Derbyshire Pension Fund, County Hall, Matlock, DE4 3AH**

**Tel: 01629 538862**

**Email: [pensions.regs@derbyshire.gov.uk](mailto:pensions.regs@derbyshire.gov.uk)**

**Website: [www.derbyshirepensionfund.org.uk](http://www.derbyshirepensionfund.org.uk)**

