

PENSION OPTION FORM

Section 1 – Your personal details

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

Section 2 – Join or change section of the LGPS

Are you joining the Main section or changing to the 50/50 section? <i>(Please select one)</i>	
Main section (I am either, not an LGPS member in this post, or, currently in the 50/50 section)	<input type="checkbox"/>
50/50 section (I am already paying LGPS contributions in this post)	<input type="checkbox"/>
If you hold more than one post, please state below the name and/or reference of the post this form relates to. <i>(Please use a separate form for each applicable post)</i>	

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 in posts 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 in 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 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 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

Incomplete forms, or forms signed and dated before a post has started or been re-enrolled, won't be accepted

PENSION OPTION FORM**Guidance**

The LGPS has two sections: The Main section and the 50/50 section. When you first join the LGPS, you are automatically 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.

Each employer has trigger dates when they automatically put their staff into a pension scheme. This also means that even if you have elected to be in the 50/50 section, after a certain period, they will have to move you back into the Main section again. 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 your own employer's trigger dates, please speak to them directly.

You can find out more at: 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 employer 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 your employer 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.
- Contracts to buy extra years/buy extra pension/part time buy back: These can continue as before. (Only applies to members who took out contracts before 1 April 2014.)

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.