

VOLUNTARY RETIREMENT ESTIMATE REQUEST

Section 1 – Your personal details

Surname		Title	
Forename(s)		Phone	
Address			
Date of birth	dd/mm/yyyy	National Insurance number	
Email		Employer	
Employee number		Post ref (if applicable)	

Section 2 – Your declaration

Prospective retirement date	dd/mm/yyyy
I wish to receive an estimate of what my voluntary retirement benefits will be at the proposed date, which is within the next 2 years. I will be between 55 and 75 years old on this date.	
Signature*	Date dd/mm/yyyy

If sections 1 and 2 have been completed by the employer (or their payroll provider), please select this box to confirm that this is on the instructions of the employee.

After completing sections 1 and 2, this form should be given to your employer's payroll team for them to complete sections 3, 4 and 5. Incomplete forms won't be accepted.

If you don't wish your employer to see this request, you can calculate your pension benefits using our [pension calculator](#) or [My Pension Online](#). See our website for more information: www.derbyshirepensionfund.org.uk

Section 3 – Employer's pay data

Contracted hours		Full time equivalent hours		Payment days/weeks	
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Please provide an estimate of the Final Pay for the period of 365 days prior to the proposed retirement date. This is the average full-time equivalent pay (reduced for payment pays if term time working etc.) Don't include pay for non-contractual overtime or pay at standard rate for additional hours worked by part-timers.

Estimated Final Pay (2008 definition)	
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Please provide an estimate of the actual yearly pay leading up to the proposed retirement date. Only include regular allowances.

Estimated annual rate of CARE pay (2014 definition)		Main or 50/50 Section	
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Section 3a – Employers not using i-Connect

Employers **not** using **i-Connect** also need to provide the actual pay received from **1 April** up to the end of the **last full month**. For periods of unpaid absence or Assumed Pensionable Pay (APP), please provide details in section 4.

Last full month (e.g. June)	Main Section basic pay since April (inc any APP)	Main Section additional pay since April (allowances etc.)	50/50 Section basic pay since April (inc any APP)	50/50 Section additional pay since April (allowances etc.)	Total

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Section 4 – Employer’s Notes

Please include the dates of any periods of 50/50 Section membership. Also include details of any Unpaid Absences* and APP.

If any actuarial reduction to the employee’s benefits is to be voluntarily waived, please state the amount(s) or periods that will be waived.

*Periods of unpaid absence are those for which the member has not paid Additional Pension Contributions (APC) to buy back lost pension.

Section 5 – Employer’s declaration

I certify that I am an authorised signatory as notified to Derbyshire Pension Fund and that the information supplied is correct.

Signature*		Date	<i>dd/mm/yyyy</i>
Name		Phone	
Job title		Email	

Employer: Once **fully completed** please send to dpf.employers@derbyshire.gov.uk or Derbyshire Pension Fund, County Hall, Matlock DE4 3AH.

If sending by email, you are responsible for the security of the personal data supplied on this form.

***Signing your form**

You can sign this form in Microsoft Edge by selecting “Draw” on the toolbar. You can then save the form so it can be attached to an email.

If you are using another internet browser, download or save the form and then select “Fill & Sign” in Adobe Acrobat, or “Annotate” if using another PDF viewer. You can then add your signature.

VOLUNTARY RETIREMENT ESTIMATE REQUEST**Guidance for members**

We can only provide an estimate of benefits if you are within 2 years of your proposed retirement date.

We can provide one estimate in any 12 month period, additional requests will not be actioned.

The estimate will be returned to your home address.

Estimates are produced within 2 months of receipt of the request; however, they are typically completed much sooner.

Once you have completed sections 1 and 2 of the form you should forward it to your employer's payroll department for completion of sections 3, 4 and 5.

If you have forwarded your estimate request to your employer and have any queries regarding its progress, please contact your employer in the first instance.

If you wish to receive an estimate in confidence or wish to view estimates at different retirement dates, you can use our [pension calculator](#) or [My Pension Online](#), both of which are accessible from www.derbyshirepensionfund.org.uk.

An estimate does not constitute a legal right to the benefits indicated and is provided for information only. On retirement your benefits will be calculated using information provided by your employer at that time.

Guidance for employers and their payroll providers

This form is for voluntary retirement only. For other types of retirement, please use the Redundancy, flexible retirement and serious ill health estimate request form.

Incomplete forms will be returned. Estimates cannot be produced without pensionable pay data.

You need to provide an estimate of the Final Pay, which is usually the full-time equivalent pay for the 365 days up to the proposed date of leaving.

The estimated annual rate of CARE (or actual) pay, is used for the projection of the member's benefits up to the proposed date of leaving; you will need to select the section of the LGPS to use for the projection.

If you are not currently completing monthly data submissions using i-Connect, you will also need to complete section 3a. The data required is the pay that the employee has received from 1st April preceding the date of the quote request, up to the last full month before the date of the request.

If the employer wishes to waive any actuarial reduction to the member's benefits (at an unavoidable cost to the employer), please annotate this in the notes section and state the amount(s)/periods that will be waived.

Please ensure that the declaration has been completed by a person notified to Derbyshire Pension Fund as an authorised signatory, otherwise the form will be returned.

Final Pay - LGPS 2008 definition of pensionable pay

This is the full-time equivalent pensionable pay and includes actual pensionable allowances paid but does not include non-contractual overtime payments or payments at standard rate for additional hours worked by part-timers.

CARE Pay - LGPS 2014 definition of pensionable pay

This is the actual pay received and includes all pensionable allowances, contractual overtime, and non-contractual overtime payments. It also includes payments at standard rate for additional hours worked by part-timers.

Sections of the LGPS – Main and 50/50

There are two sections of the LGPS; the Main Section where the member pays the full rate of pension contributions and receives the full rate of pension for each period of membership and the 50/50 Section, where the member pays half the contributions and receives half pension for each period of membership in the 50/50 section.