

The Local Government Pension Scheme (LGPS)

Membership Form

Please take the time to read through and fill in the form contained within this leaflet. It could affect the future level of pension benefits paid to you or your family if incorrect or incomplete details are provided. Many thanks for your assistance in this matter.

**Important!
Requires
urgent
action**

What kind of scheme is it?

The LGPS is a tax approved, defined benefit occupational pension scheme. It is very secure because the benefits are set out in law.

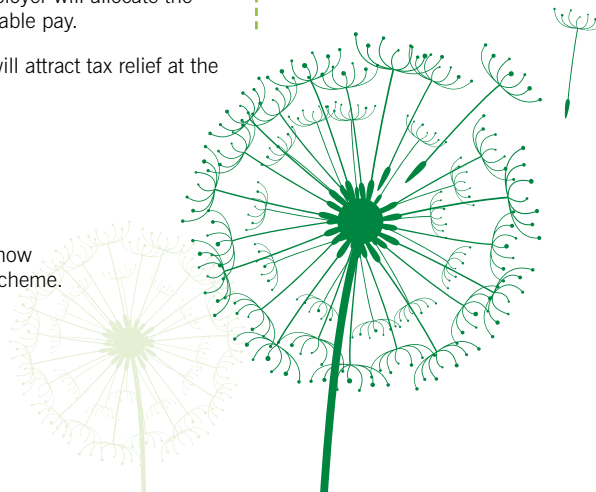
What do I pay?

Your employer will set the contribution rate for you based on your actual pensionable pay. In the LGPS there are 9 different contribution banding rates between 5.5% and 12.5%, and your employer will allocate the appropriate band based on your actual pensionable pay.

As a member of the LGPS, your contributions will attract tax relief at the time they are deducted from your pay.

Does my employer contribute?

Your employer pays the balance of the cost of providing your benefits. Every three years an independent review is undertaken to calculate how much your employer should contribute to the Scheme.



How much will my pension be?

Upon joining the LGPS, you will have a Pension Account in the scheme. For each year that you are paying into the scheme, you will build up a pension based on your pensionable pay in that year. For each year that you are a member, a pension equal to a 49th of your pensionable pay will be added to your pension account. Inflation will be applied to ensure that your pension account keeps up with the cost of living.

Is there a lump sum?

At retirement you will be given the option of providing a lump sum by exchanging part of your pension at a rate of £12 for each £1 of pension given up. There is however a maximum amount that can be commuted in this way.

Contribution flexibility - the 50/50 scheme

There are two sections in the scheme from 1 April 2014 – the main scheme and the 50/50 scheme. The main scheme is the section you will be automatically placed in where you pay normal contributions and get the normal pension build up.

You will be able to elect to move to the 50/50 scheme if you wish. If you do so, you will then pay half the contributions but, whilst you are in the 50/50 scheme, you will only be building up half the normal pension.

Regardless of the section you are in, you get full life cover, the death grant is unaffected.

If you wish to enter the 50/50 scheme, you will need to complete a 50/50 election form. The change will take place from the next available pay period. Similarly, when you wish to re-join the main scheme, you will need to again let your employer know. This form is available from our website: www.leicestershire.gov.uk/pensions using the menu to take you to the section 'Active Members' where you will see the page 'The 50/50 Scheme'. If you require a paper copy posting to you, please contact the Pensions Section by telephoning 0116 305 7886.

The 50/50 scheme is primarily designed to be a short-term option. Your employer is required to re-enrol you back into the main scheme every three years. This will be carried out in line with your employer's automatic re-enrolment date. If you wish to continue in the 50/50 scheme at that point you would need to make another election in writing to re-join the 50/50 scheme once again.

You can choose to revert back to the main scheme at any time.

When can I take my pension?

You will be able to choose to retire and draw your pension at any time between age 55 and 75. However each member will have a Normal Pension Age, which is the age when you can retire and take the pension you have built up in full – and this will be the same as your State Pension Age, with the minimum age being 65. If you choose to

take your pension before your Normal Pension Age it will normally be reduced, as it is being paid earlier. If you take it later than your Normal Pension Age it is increased because it's being paid later.

The amount of any reduction or increase will be based on how many years earlier or later than your Normal Pension Age you draw your benefits.

What if my employer retires me on grounds of redundancy?

If you are aged 55 or over and have been paying into the LGPS for at least 2 years, you will be entitled to the immediate payment of your LGPS benefits.

What happens if I have to retire early due to ill health?

If you have to leave work at any age due to permanent ill health, and have been a member of the scheme for at least 2 years, the LGPS provides a tiered ill health retirement package. This could give you immediate benefits, if you are unlikely to be capable of gainful employment either at all, or within a reasonable time after you leave. Benefits could be increased depending on capability, or could be released on a temporary basis if incapacity is going to be for a short period.

Pension Taxation

There are two areas of taxation for pension growth, the annual allowance and lifetime allowance. The annual allowance is the amount by which your pension benefits may increase, in any one year, without having to pay a tax charge.

The lifetime allowance is the amount of your total overall pension savings, without triggering a tax charge. Since 6 April 2016 the lifetime allowance has been £1,000,000 which will increase annually in line with inflation from 6 April 2018.

Paying additional contributions, including Additional Voluntary Contributions (AVCs), increase your pension growth so increase the likelihood of triggering a tax charge.

Pension taxation is a complex area and legislation can change on a regular basis. If you feel that you will be affected by either the annual allowance or lifetime allowance please visit our website at:

www.leicestershire.gov.uk/pension-taxation or seek your own independent financial advice. The Pension Section cannot provide financial advice.

What benefits will be paid if I die?

If you die in service as a member of the LGPS, subject to certain qualifying conditions, the benefits shown here are payable:

- Automatic widow's, widower's and civil partner's pension equal to 30.6% of the pension you would have received if you had retired on serious ill health grounds

- Pensions for eligible children

- A pension for your cohabiting partner when you are not married or in a civil partnership. This is subject to certain qualifying conditions.

Death Grant - Expression of Wish

As a member of the Local Government Pension Scheme you are covered by a package of benefits. This includes the payment of a Death Grant.

You have the opportunity to let us know who you wish the death grant payment to be made to, should the situation arise.

The advantage of making an expression of wish is that the payments can normally be made quickly without waiting for your estate to be settled. Also, payment usually means that no inheritance tax needs to be paid on the Death Grant.

How much will the Death Grant be?

If you die in service as a member of the LGPS a lump sum death grant of three times your pensionable pay is paid, no matter how long you have been a member of the LGPS, provided you are under age 75 at the date of death.

However, if you also have a deferred benefit and/or a pension in payment from a previous period of membership of the LGPS, the lump sum death grant that will be payable is the greater of the total of any lump sum death grants payable from the deferred and/or pensions in payment or the death in service death grant.

Who can the Death Grant be paid to?

Basically, you can make an expression of wish to whoever you would like to receive the lump sum - friends, family, partners, even an organisation such as your favourite charity. All we ask is that if naming more than one beneficiary you indicate what share each should get (making sure the shares add up to 100%).

If you are considering more than three beneficiaries, please continue on a separate sheet if necessary.

Can I change my expression of wish?

Yes, you can change your expression of wish at any time by completing a new form and sending it to the Leicestershire Pension Fund.

What happens if my circumstances change?

If the person due to receive payment dies, then you will need to complete a new form to indicate a new beneficiary.

If you have listed more than one person and any one of them dies you will also need to complete a new form. If you have made an expression of wish in favour of your spouse or civil partner, and you subsequently divorce or dissolve the partnership, the death grant expression of wish will no longer stand. You will need to consider choosing a new beneficiary.

What will happen to my Death Grant if I don't declare an Expression of Wish?

The Pension Fund has absolute discretion regarding who to make payment to. If you do not declare an expression of wish, it may be that the Death Grant will be paid to your estate and will be paid to whoever is legally entitled to receive payment. The Probate Office decide who that is and will issue Grant of Probate or Letters of Administration, depending on whether you have written a Will or not.

This process can take time and the Death Grant then forms part of your estate and may be liable for inheritance tax. If you haven't written a Will, your estate might not be distributed in the way you would wish. Remember though, the Death Grant may only be a small part of your estate, and you may be better tying up all your affairs with a properly drawn up Will.

What if I have already written a Will?

You can still complete the Death Grant - Expression of Wish form, which will speed up the process and give the advantages listed earlier.

What should I do now?

If you want to make an expression of wish, then you should complete section 3 of the form. This form will become effective as soon as it is received.

Remember, you are responsible for keeping your details up to date.

Membership Form

Section 1: Membership Details

Full name

NI Number

Mr

Mrs

Miss

Ms

Maiden name
if relevant

Home address

Post code

Date of birth



Please attach a **PHOTOCOPY** of your birth certificate.

Date joined or joining the Local Government Pension Scheme i.e. when are pension contributions due to be first taken from your pay?

NB If you are just starting work in this local government employment, this date will be the same as your start of employment date

Full Name of
employer

Department

Job Title

Section 2: Previous local government and public sector pensionable service

Firstly, we need to know the details if you have pension benefits with another local government or public sector pension fund. If incorrect or incomplete details of previous public sector pensionable service are provided, the future level of pension benefits paid to you or your family could be affected. Do not include service where contributions have been refunded to you. Do not include service that has already been transferred elsewhere. Please take care to put exact dates.

Membership of the **Local Government** Pension Scheme (LGPS) only

Local Government
Employer

Post

From

To

Local Government
Employer

Post

From

To

Membership of **other public sector** pension schemes only

Employer

Post

From

To

Employer

Post

From

To

What is classed as a public sector pension?

Public sector pension schemes are those that are established for the payment of pensions and other benefits to persons in public service. These occupations are covered by this definition: local government workers, teachers, health service workers, fire and rescue workers, members of police forces, civil servants, the judiciary and the armed forces.

Transferring previous benefits into the Leicestershire pension scheme

Based on the information you have provided above, further details will be sent to you in due course. Please note that Leicestershire County Council can only accept transfers from other Local Government schemes and certain public sector pension schemes. If a written request for a transfer is required from you under the Regulations, this election must be made within 12 months of joining the Leicestershire County Council LGPS in order for that transfer to proceed. You will therefore be advised accordingly on the status of your scheme and the options that are available to you.

Membership Form

Section 3: Death Grant - Expression of Wish

You can make an expression of wish for whoever you would like to receive the lump sum - friends, family, partners, even an organisation such as your favourite charity. All we ask is that if naming more than one beneficiary you indicate what share each should get (making sure the shares add up to 100%).

Nominee(s) Details

In the event of my death it is my wish that any lump sum death benefit available under the Local Government Pension Scheme be paid as follows:-

Name and Address	Relationship (if any)	Date of Birth (if under 18)	Share of benefit %

DECLARATION

I authorise any lump sum death benefit resulting from my death to be paid to whoever I have named. I understand that this replaces any previous expression of wish forms and that the Leicestershire Pension Fund has discretion in making payment.



Your Signature

Date

Witness Signature

Date

Please note:- the witness must be over the age of 18 and must not be one of the nominated beneficiaries

Witness Name
(Block Capitals)

Witness Home Address

Postcode

Section 4: Marital Status

Please complete as appropriate

Married

Date of marriage/partnership

Date of birth of Spouse or Partner

Registered Civil Partner

Forenames of Spouse or Partner



Please attach a **PHOTOCOPY** of your marriage/partnership certificate and your spouse's/partner's birth certificate

Divorced

Widowed

Single

Single, but after reading the notes below, I have a cohabiting partner

Your partner will be classed as a cohabiting partner under the terms of the LGPS if, for a continuous period of at least 2 years, all of the following have applied:

- we have been free to marry each other or enter into a civil partnership with each other, and
- we have lived together as if we were husband and wife or registered civil partners, and
- neither of us has been living with someone else as if we were husband and wife or civil partners, and
- our financial affairs have been interdependent (or the nominated partner has been financially dependent upon the Scheme member).

Partner's Full Name

Date of birth

Please note: on your death, we will need to be satisfied that your relationship met the qualifying conditions for the payment of a cohabiting partner's pension.

Please return this completed form to: Leicestershire County Council
Pensions Section, County Hall, Glenfield, Leicester, LE3 8RB

Pensions and GDPR

On 25th May 2018, the EU's General Data Protection Regulation (GDPR) came into force and was designed to harmonise data privacy laws across Europe.

To comply with this legislation, the Pensions Section has produced a 'Fair Processing Notice' document that explains why we need your information, how we will handle it and also clarifies your rights. It is available online www.leicestershire.gov.uk/LGPS-data-sharing though if you do not have access to the internet, a hard copy can be sent to you by contacting the Pensions Section with your request.

More detailed information about the Scheme is available by



Telephone

0116 305 7886



e-mail

pensions@leics.gov.uk

website

www.leicestershire.gov.uk/pensions



The Pensions Section can be contacted at:

Leicestershire County
Council
Pensions Section
County Hall
Glenfield
Leicestershire
LE3 8RB