



Local Pensions Partnership  
Administration

Local Government Pension Scheme

## Member Opt-in election form

### **By completing this form, you are electing to join the Local Government Pension Scheme (LGPS).**

Please fully complete this form and give it to your employer. The form only applies to the job you name on it. If you want to join in more than one job, you must complete the form for each one.

Your employer will assess whether you are eligible to join. If you are, they will start taking contributions from the next available pay date and your membership will begin. You will shortly thereafter receive confirmation.

You can get more information from our website [www.lppapensions.co.uk](http://www.lppapensions.co.uk) (which contains scheme guides and factsheets) and/or [www.lgpsmember.org](http://www.lgpsmember.org). You can also contact us:

Phone: **0300 323 0260**

Electronically: <https://www.lppapensions.co.uk/contact-lppa>

Please find below some information that we wish to draw to your attention now.

### **50/50 Section**

The LGPS offers you the flexibility to pay half your normal contribution rate and build up half your normal pension whilst retaining full life and ill-health cover. This is called the 50/50 section of the LGPS. It is designed to help members stay in the scheme, building up valuable pensions benefits during times of financial hardship. Please visit our website for more information.

### **Online service and electronic communications**

We offer an on-line service that allows you to keep track of your benefits, run estimates and tell us about changes. You can register shortly after your first deduction – it normally takes 10 working days to set you up.

We are committed to electronic communications so that we can provide the most efficient service. For example, each year, we will publish your annual benefit statement to your on-line account and send you an email telling you we have done so. If you wish to opt out of electronic communications, please let us know in writing.

### **Previous membership in the Scheme or in a different scheme**

If you have previously been a member of the Local Government Pension Scheme (England & Wales), you must tell us using the enclosed form, even where you have transferred it out or received a refund. In some situations, it may be possible for you to combine your previous benefits with your new benefits.

If you hold benefits in different schemes, you may be able to transfer them to the LGPS. Please give details on the enclosed form, even where you do not wish to transfer.

Please note that, by selecting "Yes" to the transfer option, you are only expressing interest, and no transfer will actually proceed until we give you more information and you make a final election. As it can take a little time to get the information from the other provider, there might be a slight delay in us sending you the further information.

There are time limits to combining previous LGPS benefits and to electing to transfer in from other schemes. This is, generally, 12-months. For transfers from other schemes, the 12-months starts from when you first joined the Scheme in the employment. Please see our factsheet 'Transfer Time Limits' on our website.

**Personal/Contact Details**

<b>Full name:</b>	<b>Title:</b>
<b>NI Number:</b>	<b>Date of Birth:</b>
<b>Pay Reference/Post No:</b>	<b>Employer:</b>
<b>Home Address:</b>	
<b>Home/Mobile Telephone No:</b>	
<b>Work Telephone No:</b>	
<b>Personal Email Address:</b>	

Local Pensions Partnership Administration (LPPA) is committed to electronic communications so that we can provide you with the most efficient service possible. The email address entered by you above will be used for further communications with you. If you wish to opt out of electronic communications, please write to us.

**Previous Pension Scheme Membership/Personal Pension Type Policies**

If you have ANY previous pension membership, please complete the box below, even if you have transferred this to another provider or received a refund.

Employer/Pension provider name, address and postcode	Job title, policy number or payreference	Period of employment or date of policy		Do you wish to transfer? Yes/No
		From	To	

By proceeding to join the Local Government Pension Scheme you consent that Local Pensions Partnership Administration may process the personal data (including sensitive personal data) that we collect from you and your employer for the purposes of administering the pension scheme and paying pension benefits. This may include passing such data to the actuary, administrators, auditors, insurers, lawyers and such other third parties as may be necessary for the operation of the pension scheme. For the purpose of the GDPR: Please visit the Privacy Policy section of our website to see who the data controller for your fund is.

**Declaration**

- (1) I confirm that I wish to join the Scheme in the above-stated job
- (2) I confirm that the information I have provided is correct to the best of my knowledge
- (3) I give authority for Local Pensions Partnership Administration to request and obtain the necessary information from the appropriate body in respect of transferring membership or otherwise determining LGPS entitlement
- (4) I have viewed on the website the "Full Guide to the Local Government Pension Scheme".

<b>Signed:</b>	<b>Date:</b>
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