



Member opt-in form

To be completed when joining the LGPS

Do not complete this form if you have completed the form with your welcome letter.

By completing this form, you are confirming that you wish to join the Local Government Pension Scheme (LGPS). Please read the guidance notes carefully before you begin.

1 Your personal details

Title:		First name(s):							
Surname:									
Address (including post code):									
Date of birth:									
NI number:									
Contact telephone:	Home/mobile:				Work:				
Personal email:									

2 Previous contributions /Personal pension type policies

If you have **ANY** previous pension contributions, please complete the table below even if you have transferred them to another provider or received a contributions refund.

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

By joining the LGPS, you consent that LPPA (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 at www.lppapensions.co.uk to see who the data controller for your fund is.

3 Declaration

- I confirm that I wish to join the Scheme while in my current job.
- I confirm that the information I have provided is correct to the best of my knowledge.
- I give authority for LPPA to request and obtain the necessary information from the appropriate body in respect of transferring membership or otherwise determining LGPS entitlement.
- I have viewed on the website the *Local government scheme full guide*.

Signed:	Date:
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4 For office use only (to be completed by employer for new joiners)

Name of employer:		Full time pay:	
Employer reference number:		Part time hours:	
Pay reference / Post number(s):		Full time hours:	
Job title:		Term time weeks:	
Date joined LGPS:		Full time weeks:	
Employer contact name:			
Employer contact email:			
Employer contact telephone:			

Guidance notes

If you have more than one job, you must complete a separate form for each role. After completing the form, you should return it to your employer, who will assess whether you are eligible to join the LGPS. If you are, they will start taking pension contributions from the next available pay date and your membership will begin.

More scheme information (including guides and factsheets) is available on the LPPA website at www.lppapensions.co.uk or on the LGPS website at www.lgpsmember.org

Transferring benefits

If you hold benefits in different schemes, please give details on the Opt-in form (even if you do not wish to transfer). If you've previously been a member of the LGPS, you must confirm this even if you have transferred out your pension benefits or received a refund. In some situations, it may be possible for you to combine your previous benefits with your new ones.

By selecting **Yes** to the transfer option, you are only expressing interest. We won't proceed with any transfer without providing you with further information. Also, please be aware that it can take some time to get transfer information from other providers, so there might be a slight delay in you receiving this information.

There are time limits to combining previous LGPS benefits and electing to transfer them in from other schemes – usually 12 months. This period starts when you first join the scheme in this employment. For more information, read our factsheet **Transfer in time limits**, which is available on the Forms and documents page of our website at www.lppapensions.co.uk

The 50/50 Section

If it helps, you can choose to pay half of your pension contributions and build up half your normal pension – while retaining full life cover and ill health cover. This is called the 50/50 section of the LGPS. You can choose to switch to this option after being automatically enrolled into the main section of the scheme. Find out more at www.lppapensions.co.uk

PensionPoint

Once your pension has been set up, you will be able to register for PensionPoint – a secure online portal, where you can view, update and download personal information about your pension. It may be a few weeks before you can access the site (as we have to set up your details), but then it only takes a couple of minutes to register, which you can do online at members.lppapensions.co.uk

Annual benefit statements

In order to provide you with the most efficient service, LPPA is committed to electronic communications. Each year, we upload your annual benefit statement (ABS) to your PensionPoint account and use your registered email address to notify you when it's available. We also email you with any other relevant updates about your pension.

Nominating a beneficiary

If you haven't already done so, we recommend that you nominate a beneficiary to confirm who you'd like to receive your lump sum death grant in the event of your death. The easiest way to do this is via your PensionPoint account.