

**Local Government Pension Scheme (LGPS)
Divorce Information Request Pack**

This document contains the form which you will need to complete and send back to LGSS Pensions Service if you require a valuation of your accrued pension rights.

It also contains other information which will be of use to you and/or your solicitors. Please read the information carefully.

In order that I can provide you with the personal information you require, please complete and return to me the attached form LDIVF01 as quickly as possible. This will give me your written authority to provide you (and your solicitor if you so wish) with all the pensions information that will be necessary for proceedings relating to divorce or dissolution of civil partnership. It may be the case that certain information has to be gathered from other sources before I can provide you with the information you require, e.g. pay details have to be obtained from your employer and your Guaranteed Minimum Pension figure has to be obtained from HM Revenue & Customs. If I experience any difficulty in obtaining information from other sources, I will let you know.

I suggest that you inform your solicitor if you have any other pension rights that you have not transferred to the LGPS Pension Fund administered by LGSS Pensions Service. This would include any pension rights you have in another pension scheme, any deferred pension rights you have in another local government fund, any pension rights where a transfer to the LGPS is currently being negotiated, or any free-standing additional voluntary contribution plan you may have.

A schedule of charges that may apply has been attached (form LDIVF02). In most cases, there will not be a charge. However, if you are already in receipt of a pension, or you have made a previous request in the last 12 months, then an invoice may be sent to you for payment before any calculations can be completed.

Please note that under the Pensions on Divorce etc (Provision of Information) Regulations 2000, I may also be required to provide similar information directly to the Court if so ordered and certain information (excluding a valuation of your pension benefits) to your spouse / civil partner if requested to do so.

Local Government Pension Scheme
Divorce information Request

LDIVF01

Written consent for –

- a valuation of pension rights in the Local Government Pension Scheme (LGPS)
- the provision of information in accordance with the Pensions on Divorce, etc (Provision of Information Regulations) 2000

Please complete the details requested in block capitals, sign, date and return as directed overleaf

Your full name:	
Your date of birth:	
Your National Insurance Number:	
Do you currently contribute to the Pension Fund?	<input type="checkbox"/> Yes <input type="checkbox"/> No
and/or	
Do you have a deferred pension under the Pension Fund?	<input type="checkbox"/> Yes <input type="checkbox"/> No
and/or	
Are you in receipt of a pension from the Pension Fund?	<input type="checkbox"/> Yes <input type="checkbox"/> No
The address to which you wish correspondence to be sent (for example your home address)	
	Post Code:
If this address is different to the one we currently hold for you, do you want us to alter your records to show this new address?	<input type="checkbox"/> Yes <input type="checkbox"/> No
The name and address of the solicitor acting for you (if applicable)	
Do you authorise LGSS Pensions Service to provide such information as may be required in connection with the proceedings to the solicitor named above?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Do you also want copies of any information we send your solicitor?	<input type="checkbox"/> Yes <input type="checkbox"/> No

<p>Have divorce, dissolution, annulment or judicial separation proceedings formally commenced?</p>	<p style="text-align: center;"> <input type="checkbox"/> Yes <input type="checkbox"/> No </p> <p>If YES, please indicate whether those proceedings have commenced under legislation appropriate to:</p> <p> <input type="checkbox"/> England and Wales <input type="checkbox"/> Scotland <input type="checkbox"/> Northern Ireland <input type="checkbox"/> Other (give details) </p>
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Signed:	Date:
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When you have completed and signed the form, please return either by:

- Scanning and emailing them to pensions@northamptonshire.gov.uk if possible; or
- Sending them to the address below:

LGSS Pensions Service
 One Angel Square
 4 Angel Street
 Northampton
 NN1 1ED

The Cambridgeshire Pension Fund and Northamptonshire Pension Fund are a Data Controller under the General Data Protection Regulations. This means we store, hold and manage your personal data in line with statutory requirements to enable us to provide you with pension administration services. To enable us to carry out our statutory duty, we are required to share your information with certain bodies, but will only do so in limited circumstances. For more information about how we hold your data, who we share it with and what rights you have to request information from the Fund, please visit:

Cambridgeshire Pension Fund - <http://pensions.cambridgeshire.gov.uk>
 Northamptonshire Pension Fund - <http://pensions.northamptonshire.gov.uk>

This information can be made available in other languages and formats upon request such as Braille, large print and audio cassette. Please phone (01604) 366537 for further information.

Divorce or annulment proceedings must have started under one of the following:

- *Part II of the Matrimonial Causes Act 1973 or Part III of the Matrimonial and Family Proceedings Act 1984 (England & Wales powers in relation to domestic and overseas divorce, etc) or*
- *Part III of the Matrimonial Causes (Northern Ireland) Order 1978 or Part IV of the Matrimonial and Family Proceedings (Northern Ireland) Order 1984 (corresponding Northern Ireland Powers) or*
- *The Family Law (Scotland) Act 1985 or Part IV of the Matrimonial and Family Proceedings Act 1984 (corresponding Scottish powers)*

Local Government Pension Scheme
Pension Information – schedule of charges
The Pensions on Divorce etc (Provision of Information) Regulations 2000

LDIVF02

Scheme member not yet retired (Contributing/Deferred)

Procedure	Comments	Cost
1. Provide CETV quotation (Member or Court does not stipulate deadline for production)	1. Standard annual entitlement under PSA 1993 (to be provided within 3 months of relevant date).	£0
Produce full CETV quotation (Member or Court requires within 3 months)	Standard CETV under PSA 1993 (to be provided within deadline requested).	£121.48*
Produce partial CETV quotation (for Scottish cases where the date ceased cohabiting/date of service of divorce summons was more than 12 months ago or the member married after joining LGPS)	Partial CETV quote (to be provided within 3 months or deadline requested by the Member or Court).	£121.48*
2. Additional CETV quotations - based on same dates - based on different dates		£48.61 per additional quote* £121.48 per additional quote*
3. Provision of other information	If under disclosure of information regulations. Otherwise, depending on nature of request	£0 Maximum £121.48*
4. Receipt of pension sharing order or consent order where the spouse (the credited member) is under 65	To cover all administration costs from receipt of pension sharing order to completion of pension payments	£680.32
5. Establish a new pensioner record where the spouse (the credited member) is 65 or over	To cover all administration costs from receipt of pension sharing order to completion of pension payments	£680.32
6. Assuming all documentation is in place, settle a transfer out (instead of 4, above)	This only applies if the credited member asks for a transfer out at the outset. Otherwise, the charges in 4 will apply and no additional charge will be levied if the credited member subsequently asks for a transfer out	£291.57
7. Objections to order by scheme	Onus should be on the draftsman of the order to ensure that it is correctly drafted prior to issue	Cost for dealing with inoperable orders will be passed on

Scheme member retired, pension in payment – about to divorce

Procedure	Comments	Cost
1. Assess the value of the pension in payment, including any contingent benefits		£121.48*
2. Receipt of pension sharing order or consent order where the spouse (the credited member) is under 65	To cover all administration costs from receipt of pension sharing order to completion of pension payments	£680.32
3. Establish a new pensioner record where the spouse (the credited member) is 65 or over	To cover all administration costs from receipt of pension sharing order to completion of pension payments	£680.32
4. Assuming all documentation is in place, settle a transfer out (instead of 2, above)	This only applies if the credited member asks for a transfer out at the outset. Otherwise, the charges in 2 will apply and no additional charge will be levied if the credited member subsequently asks for a transfer out	£291.57

Charges & method of recovery

- Any additional costs arising if specialist actuarial, legal, etc. advice is requested will be charged in full in addition to the figures quoted in this schedule
- Where a scheme member has an Additional Voluntary Contribution contract under the LGPS, the insurance company, etc. may charge for the provision of information. Any such charges will be charged in full in addition to the figures quoted in this schedule.
- Any reasonable administrative costs incurred or likely to be incurred in complying with an “earmarking order” will be charged to the pensioner member.
- Any costs incurred in relation to a “pension sharing order” which is made the subject of an application for leave to appeal out of time will be recovered by the authority administering the pension fund.
- VAT will be payable in addition to all the charges in this schedule.
- All charges are correct at the time of production of this charging schedule (April 2008). The Pension Fund will increase its charges each April by RPI (over the 12 months to the previous September).
- The standard practice of the Pension Fund is that the full amount of the charges marked with an “*” must be paid, by either party to the divorce, before the relevant action is undertaken.
All other charges will be recovered by deduction in full from either the cash value awarded to the ex-spouse (the credited member) under the sharing order or agreement before it is converted into an annual pension value under the LGPS or, if the member wishes to immediately transfer the pension credit to another scheme, from the transfer value payable in respect of the credited member.
The authority administering the pension fund will, however, comply with the charging requirements specified in an order or agreement.
- The charges quoted above are exclusive of Value Added Tax (VAT). Current guidance from HM Revenue and Customs is that VAT would be chargeable on the sums quoted.

Local Government Pension Scheme
Pension Sharing on Divorce – Further Information

LGSS Pensions Service is required to send you information in accordance with the Pensions on Divorce etc (Provision of Information) Regulations 2000. This must be sent to you within 3 months of the date your LDIVF01 form (enclosed) was received by us.

In certain circumstances, a shorter time scale applies. The information must be supplied:

- a) Within 6 weeks of the date the request was received if you have the Pension Fund that formal proceedings for divorce, dissolution of civil partnership, annulment or judicial separation have commenced.
- b) Within the time limit specified in a Court Order sent to the Pension Fund (where such an Order has been made)
- c) Within 21 days of the date the Pension Fund received notification that a pension sharing order may be made (or any longer period specified by the Court), or

The information I will send you within the specified time scale will include:

- a) The cash equivalent value (CEV) of your accrued pension rights in the Local Government Pension Scheme (LGPS) administered by LGSS Pensions Service;
- b) The information necessary to complete the pension section of the Form E financial statement; and
- c) All other information I am required to provide under the Pensions on Divorce etc (Provision of Information) Regulations 2000.

Please note that a charge, as set out in the attached schedule (LDIVF02), will be payable by you for the provision of the CEV if:

- a) The CEV is required by you within a specified time scale of less than 3 months, or
- b) The CEV is required in respect of a member who is in receipt of a pension, or
- c) The CEV or the provision of information has already been requested and provided in the previous 12 months, or
- d) The CEV is required in the case of Scottish divorce dissolution of civil partnership, annulment or judicial separation where the relevant date to be used for the CEV is greater than 12 months prior to the date of the receipt of the CEV request.