| **Cambridgeshire**  Pension Fund | **Northamptonshire**  Pension Fund |
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**Local Government Pension Scheme**

**Buying pension lost because of time off**

To help you get a quote for buying back lost pension please:

* fill in section 1 and 2 of this form; and
* send the form to your employer’s payroll provider asking them to fill in section 3 and 4.

Once you have this information, you can them get a quote from the calculator on the LGPS [website](https://www.lgpsmember.org/more/apc/index.php).

**Section 1 – Personal details**

| **Question** | **Answer** |
| --- | --- |
| Surname |  |
| First names(s) |  |
| Title |  |
| Previous surname(s) |  |
| Date of birth |  |
| National insurance number |  |
| Address |  |
| Post code |  |
| Home email address |  |
| Mobile phone number |  |
| Employer |  |
| Payroll number |  |
| Job title |  |
| Unique post reference |  |
| Work phone number |  |

**Section 2 – Details of time off**

| **Question** | **Answer** |
| --- | --- |
| Time off from |  |
| Time off to |  |

If you ask to buy back lost pension **within 30 days** of coming back to work (as long as you weren’t off on strike), then **your employer will pay 2/3rds of the cost. You’ll be charged the whole cost if you’ve been off on strike.**

You can still buy back lost pension **after 30 days**, but **you’ll need to pay the whole cost** (unless your employer chooses to pay part of the cost).

If you’d like to buy back pension because you’ve been on **unpaid child related leave** and **choose not to come back** to work, you need to **ask to buy back the pension before you leave**.

**Section 3 – Employer confirmation of details of time off**

| **Question** | **Answer** |
| --- | --- |
| Time off from |  |
| Time off to |  |
| Total pensionable pay lost because of time off | £ |
| Reason for time off | Strike / Authorised unpaid leave / Unpaid child related leave \* |
| Section of scheme | Main section / 50/50 section \* |

\* Delete as applicable.

Section 4 – Employer’s declaration

| **Question** | **Answer** |
| --- | --- |
| Name |  |
| Position |  |
| Contact phone number |  |
| Signature |  |
| Date |  |

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 allow us to provide you with pension administration services. To allow us to carry out our statutory duty, we’re 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](https://pensions.cambridgeshire.gov.uk/governance/key-documents/cambridgeshire/)

[Northamptonshire Pension Fund](https://pensions.westnorthants.gov.uk/governance/key-documents/northamptonshire/)

This information can be made available in other languages and formats upon request like Braille, large print and audio cassette.