| **Cambridgeshire**  Pension Fund | **Northamptonshire**  Pension Fund |
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**Local Government Pension Scheme – divorce information request pack**

This document has a form which you’ll need to complete and send back if you need a valuation of your accrued pension rights. The completed form can be returned either by:

* Securely uploading it to your [online pension account](https://lgssmember.pensiondetails.co.uk/home/login/index2.html); or
* Scanning and emailing it to [pensions@westnorthants.gov.uk](mailto:pensions@westnorthants.gov.uk) , it’s recommended that you password protect any documentation with personal information if possible; or
* Sending it to the address below:

Pensions Service

West Northamptonshire Council

One Angel Square

Angel Street

Northampton

NN1 1ED

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

Please fill in the attached form LDIVF01 as quickly as possible. This will give us your written authority to give you (and your solicitor if you’d like) all the pensions information you need for a divorce or dissolution of civil partnership. We may need to get information from other sources like pay details from your employer and your Guaranteed Minimum Pension figure from HM Revenue & Customs. We’ll let you know if we have any difficulty getting this information.

You should let your solicitor know if you’ve any other pension rights that you have not transferred to the LGPS administered in partnership by West Northamptonshire Council and Cambridgeshire County Council. 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 won’t be a charge. However, if you’re already in receipt of a pension, or you’ve made a previous request in the last 12 months, then an invoice may be sent to you for payment before any calculations can be made.

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

| **Cambridgeshire**  Pension Fund | **Northamptonshire**  Pension Fund |
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**Local Government Pension Scheme – divorce information request form LDIVF01**

I give written consent for:

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

**Section 1 – Personal details**

| **Question** | **Answer** |
| --- | --- |
| Surname |  |
| First names(s) |  |
| Title |  |
| Date of birth |  |
| National insurance number |  |
| Address |  |

**Section 2 – Membership information details**

| **Question** | **Answer Yes / No** |
| --- | --- |
| Do you currently contribute to the Pension Fund |  |
| Do you have a deferred pension under the Pension Fund |  |
| Are you in receipt of a pension from the Pension Fund |  |
| Do you want us to update your records, If the address detailed above is different to the one currently shown on your records |  |

**Section 3 – Solicitor details**

| **Question** | **Answer Yes / No** | **If Yes – provide name and address of your solicitor** |
| --- | --- | --- |
| Has a solicitor been instructed to deal with divorce, dissolution, annulment or judicial separation proceedings |  |  |

If you confirm ‘Yes’ to the above, please complete the below.

| **Question** | **Answer Yes / No** |
| --- | --- |
| Do you authorise us to give such information as may be needed, in connection with the proceedings, to your solicitor |  |
| Do you need a copy of any information that is sent to your solicitor |  |

**Section 4 - Divorce, dissolution, annulment or judicial separation proceedings details**

| **Question** | **Answer Yes / No** | **If Yes – confirm the legislation of which country the proceedings are under** |
| --- | --- | --- |
| Have divorce, dissolution, annulment or judicial separation formally proceeded |  | England and Wales / Scotland / Northern Ireland / Other (give details) \* |

\* Please delete as appropriate

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

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

**Section 5 – Authorisation**

| **Question** | **Answer** |
| --- | --- |
| Name |  |
| Signature (only required if form is returned by post or email) |  |
| 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.

| **Cambridgeshire**  Pension Fund | **Northamptonshire**  Pension Fund |
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**Local Government Pension Scheme LDIVF02**

**Pensions information – schedule of charges**

**The Pensions on Divorce etc (Provision of Information) Regulations 2000**

**Scheme member not yet retired (contributing/deferred)**

| **Procedure number** | **Procedure information** | **Comments** | **Cost** |
| --- | --- | --- | --- |
| 1a | Provide CETV quotation (Member or Court does not stipulate deadline for production) | Standard annual entitlement under PSA 1993 (to be provided within 3 months of relevant date). | £0 |
| 1b | Produce full CETV quotation (Member or Court requires within 3 months) | Standard CETV under PSA 1993 (to be provided within deadline requested). | £121.48\* |
| 1c | 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\* |
| 2a | Additional CETV quotations, based on same dates |  | £48.61 per additional quote |
| 2b | Additional CETV quotations, based on different dates |  | £121.48 per additional quote |
| 3a | Provision of other information | If under disclosure of information regulations | £0 |
| 3b | Provision of other information | If not under disclosure of information regulations and depending on nature of request | 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 | £291.57 |
| 7 | Objections to order by scheme | Onus should be o 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 number** | **Procedure information** | **Comments** | **Cost** |
| --- | --- | --- | --- |
| 1 | Assess the value of the pension in payment, including any contingent benefits | Standard annual entitlement under PSA 1993 (to be provided within 3 months of relevant date). | £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**

1. 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
2. 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.
3. Any reasonable administrative costs incurred or likely to be incurred in complying with an “earmarking order” will be charged to the pensioner member.
4. 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.
5. VAT will be payable in addition to all the charges in this schedule.
6. 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).
7. 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.

1. 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**

We are 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:

1. 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.
2. Within the time limit specified in a Court Order sent to the Pension Fund (where such an Order has been made)
3. 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:

1. The cash equivalent value (CEV) of your accrued pension rights in the Local Government Pension Scheme (LGPS) administered in partnership by West Northamptonshire Council and Cambridgeshire County Council;
2. The information necessary to complete the pension section of the Form E financial statement; and
3. 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:

1. The CEV is required by you within a specified time scale of less than 3 months, or
2. The CEV is required in respect of a member who is in receipt of a pension, or
3. The CEV or the provision of information has already been requested and provided in the previous 12 months, or
4. 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.