

Local Government Pension Scheme  
Membership Information

MEMBER

Please complete this form if:

- You are a new employee and your employer has automatically brought you into the Local Government Pension Scheme (LGPS): or
- You are a current employee who has been auto-enrolled into the LGPS.

**PART A Information About You**

**Section 1 Personal Details (Please use BLOCK CAPITALS)**

Surname: \_\_\_\_\_ Title: \_\_\_\_\_

Forenames: \_\_\_\_\_ Previous Surname(s): \_\_\_\_\_

Address: \_\_\_\_\_

Post Code: \_\_\_\_\_ Date of Birth\*: \_\_\_\_\_

Home Email Address: \_\_\_\_\_ National Insurance No: \_\_\_\_\_

Home Phone No: \_\_\_\_\_ Work Phone No: \_\_\_\_\_

\*Please supply a certified photocopy (copy signed by you to certify that the photocopy is a true copy of the original) of your birth certificate or passport.

**Section 2 Partnership Status**

Single  Married  Registered Civil Partnership  Cohabiting Partner (Unmarried)  Divorced  Widow/er

**Section 3 Current Employment Details (Please use BLOCK CAPITALS)**

Employer: \_\_\_\_\_ Payroll No (if known): \_\_\_\_\_

Job Title: \_\_\_\_\_ Start Date: \_\_\_\_\_

Date became a member of the LGPS (if different to Start Date): \_\_\_\_\_

**PART B Previous Employment and Public Service Pension Rights**

In the following sections please provide written details of all your previous periods of employment in the LGPS and membership of other public service pension schemes. **Legislation directs that it is important that you give full and accurate information in respect of your rights in the LGPS (England and Wales) and/or other public service pension schemes (including LGPS in Scotland and Northern Ireland).**

**Section 4 Other Previous Public Service Membership Details (Please use BLOCK CAPITALS)**

Please list all your previous membership of a public service pension scheme, as a result of employment as a civil servant, judiciary, health service worker, local government worker for Scotland and Northern Ireland, teacher, fire and rescue worker or member of a police force for England, Wales and Scotland or member of the armed forces.

Name of Scheme	Date From	Date To

If you wish to investigate transferring either the public service pension rights or any other previous pension rights, please refer to the information on the following link:

[https://lgssmember.pensiondetails.co.uk/home/my-account/pension-information/TransferInPack\(NonEWLGPS\).pdf](https://lgssmember.pensiondetails.co.uk/home/my-account/pension-information/TransferInPack(NonEWLGPS).pdf)

## Section 5 Previous LGPS Membership Details (Please use BLOCK CAPITALS)

Please list all your previous employments with an employer which participates in the LGPS in England and Wales.

Name of Employer	Name of the LGPS Pension Fund	Date From	Date To	What happened to your pension benefits when you left? Eg refund, frozen/ deferred refund, transfer, deferred, in receipt of pension.

Please note that automatic amalgamation of your previous LGPS frozen/deferred refund or deferred benefit with your current active pension account will apply in certain circumstances. Please refer to the attached "Frequently Asked Questions".

## Section 6 LGPS Membership Prior to 1/4/2014 Only Election

If you have a period of membership solely prior to 1/4/2014 and you have not had a break of more 5 years membership in a public service pension scheme, you can elect to be treated as if you had been an active member on 31 March and 1 April 2014. Please refer to the attached "Frequently Asked Questions" and confirm your election by ticking the box that applies:

I elect to be treated as an active member on 31 March and 1 April 2014

I elect not to be treated as an active member on 31 March and 1 April 2014

## Section 7 Declaration

I certify that the information I have provided is correct and complete to the best of my knowledge.

I authorise the administrators of my previous LGPS rights to disclose full details of my pension rights to LGSS Pensions Service.\*

\*delete if not applicable.

Signed: \_\_\_\_\_ 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 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.

Membership Information Form  
Frequently Asked Questions

**What sections on this form must I complete?**

You must always fully complete sections 1-3 in Part A and Section 7. If you have previous LGPS benefits you must fully complete Section 5 and Section 4 and 6 if applicable.

**Where do I send the completed form?**

When you have completed and signed the form, please return either by:

- Scanning and emailing them to [pensions@northamptonshire.gov.uk](mailto: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

**Do I have to nominate a cohabiting partner to receive the survivor's pension?**

From 1 April 2014 it is no longer necessary for a cohabiting partner to be nominated for the survivor's pension. It is, however, necessary on death to evidence that the conditions for a cohabitee's pension are met (eg financial dependency/interdependency, cohabitation etc), further details available on the LGSS Pensions Service's website.

**In what circumstances would my previous Local Government Pension Scheme (LGPS) benefits be automatically amalgamated with the new active account?**

Your previous LGPS benefits will be amalgamated if:

**Post 31/3/2014 membership only:**

- You have a deferred refund which is based on post 31/3/2014 membership only and the gap between employments is not more than 5 years.
- You have a deferred benefit which is based on post 31/3/2014 membership only, **unless** you elect to retain separate benefits.

**A mixture of pre 1/4/2014 and post 31/3/2014 membership:**

- You have a deferred refund which is based on pre 1/4/2014 and post 31/3/2014 membership and the gap between employments is not more than 5 years.
- You have a deferred benefit which is based on pre 1/4/2014 and post 31/3/2014 membership only, **unless** you elect to retain separate benefits. If the gap in active membership in a public sector pension scheme is less than 5 years, the pre 1/4/2014 will be attached to a final salary benefit of your new active pension account. If the gap is more than 5 years, a transfer value in respect of the pre 1/4/2014 benefits will purchase an amount of pension in your new active pension account.

**Pre 1/4/2014 membership only:**

- You have a frozen (deferred) refund in respect of pre 1/4/2014 membership. The transfer value will be used to purchase an amount of pension in your new active pension account.
- You have a deferred benefit and you have not had a break of more than 5 years membership in a public service pension scheme, you can elect to be treated as if you had been an active member on 31 March 2014 and 1 April 2014. If you do this, the pre 1/4/2014 membership will entitle you to a final salary benefit attached to your new active pension account.

**What is a pension account?**

As from 1<sup>st</sup> April 2014, for each individual local government pensionable employment in England and Wales, you will build up a separate pension 'pot' based on 1/49<sup>th</sup> of your pensionable pay.

**Why do you require information on membership of other public service pension schemes?**

This is required, to ascertain whether you meet the requirements of the Public Service Pensions Act, to maintain the final salary link for pre 1/4/2014 LGPS benefits. Under this Act, to retain the final salary benefit link you must not have had a break of more than 5 years in a public service pension scheme.