| **Cambridgeshire**  Pension Fund | **Northamptonshire**  Pension Fund |
| --- | --- |

**Local Government Pension Scheme – update form**

This form can be used to let us know of a change to your address, name, or partnership status.

**How to complete this form**

In all cases, begin by completing section 1 to confirm your personal details and the change you are informing us about. You can use this form to tell us about more than one change. You do not need a separate form and you only need to complete the section(s) for the change(s) you want to tell us about. Once you have fully completed the relevant sections, move to section 5.

It’s very important that you complete this form correctly and you sign and date it. We won’t be able to make the change(s) you have requested if the form has not been completed correctly.

**Accompanying documents**

If you are informing us about a change of name or partnership status, you will need to provide us with a photocopy of the required document(s), as detailed in section 3 and section 4.

**Updating your record**

To change your address, you can inform us up to 30 days in advance of the change. If you are advising us of a change in advance, please ensure you advise us in the appropriate box when we can start using your new details. In all other cases, we will make the change to your record as soon as possible. Once we receive this form, it can take up to 5 working days to update your pension record. Please allow for this time when you make the request.

**Online pension account**

If you’ve registered to access your online pension account, you can change your address or contact details without needing to complete this form.

**How do I register to access my pension account?**

To access your online account, you can **scan the QR code** with the camera on your mobile/tablet:



Or you can:

* visit our website
* click on ‘Members’
* click on Login/Register at the top of the screen
* click on the ‘complete your registration link’
* follow the online instructions from there (you’ll need your National Insurance number handy)

There’s a [help link](https://lgssmember.pensiondetails.co.uk/help/index.html?ref=$help.inode) at the top of the page if you have any queries. If you can’t find what you want in our user guide or need an activation key, please send an email to [MyPension@westnorthants.gov.uk](mailto:MyPension@westnorthants.gov.uk)

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

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 that has personal information if possible; or
* sending it to Pensions Service, West Northamptonshire Council, The Guildhall, St Giles Square, Northampton, NN1 1DE.

**Section 1 – Personal details**

| **Question** | **Answer** |
| --- | --- |
| Full name (if you are telling us about a name change, enter the name we currently have on your pension record) |  |
| Previous surname(s) |  |
| Date of birth |  |
| National insurance number |  |
| Address (if you are telling us about an address change, enter the address we currently have on your pension record) |  |
| Home email address |  |
| Home phone number |  |
| Mobile phone number |  |
| Employer / former employer |  |

What change(s) are you telling us about:

| **Question** | **Answer Yes/No** |
| --- | --- |
| Address (complete section 2) |  |
| Name (complete section 3) |  |
| Partnership status (complete section 4) |  |

**Section 2 – Change of address**

| **Question** | **Answer** |
| --- | --- |
| What is the earliest date we can start using your new address (you can tell us about a change of address up to 30 days in advance) |  |
| New address |  |

**Section 3 – Change of name**

| **Question** | **Answer** |
| --- | --- |
| Your new name (name we should use going forward) |  |

We require an accompanying document to evidence the name change. Please confirm which document you will be supplying a photocopy of:

| **Question** | **Answer Yes/No** |
| --- | --- |
| Deed poll certificate |  |
| Marriage certificate |  |
| Civil partnership certificate |  |
| Birth certificate |  |
| Passport |  |
| Driving licence photo card |  |
| Decree absolute |  |
| Dissolution certificate |  |
| Gender recognition certificate (only required if you have not been issued a new birth certificate) |  |

Important – If the accompanying document does not include the name you want to use going forward, as well as the name we currently hold on your records, you will need to provide a further document to evidence the name change. For example, if your pension record is currently in your maiden name of ‘Smith’ and you want to change your name to your current married name ‘Jones’, but the marriage certificate you provide shows your previous name was ‘Taylor’, you will need to provide a further document evidencing the change of name from ‘Smith’ to ‘Taylor’.

If you are also reporting a change in partnership status, please complete section 4.

**Section 4 – Change of partnership status**

Please confirm the change of partnership status you are telling us about:

| **Question** | **Answer Yes/No** |
| --- | --- |
| Divorce /annulment and enclose a copy of the decree absolute |  |
| Dissolution of civil partnership and enclose a copy of the dissolution order |  |
| Marriage and enclose a copy of my marriage certificate |  |
| Entering into a civil partnership and enclose a copy of the civil partnership certificate |  |

If you are also reporting a change in name, please complete section 3.

**Section 5 – Declaration**

This must be completed in all circumstances.

* I ask that you make the requested change(s) and I have included copies of the necessary documents to make my request.
* I understand that:
* The Pensions Service cannot be held responsible if this form is completed incorrectly and that an incomplete or incorrectly completed form may delay my request.
* That it may take up to 5 working days to update my pension record with the requested change(s).

| **Question** | **Answer** |
| --- | --- |
| Name |  |
| Signature (only needed if the 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.