

## **THE LOCAL GOVERNMENT PENSION SCHEME MEMBERSHIP FORM**

*When completing this form you should refer to the Local Government Pension Scheme (LGPS) Short Guide. For more detail about the LGPS you can contact your employer, Pension Services at Oxfordshire County Council or visit [www.lgps.org.uk](http://www.lgps.org.uk)*

**Please complete the form in black ink.**

**Membership of the LGPS is automatic, unless you elect in writing not to be a member, you are a casual employee or you have a contract for less than 3 months.**

The benefits of membership can include:

- Life Assurance cover of 3 times your annual pay from the day you join the scheme.
- A pension based on your final pay and length of membership (including any transferred in service). The pension will increase each year in line with inflation.
- Opportunities to exchange pension for a larger tax free lump sum at retirement.
- Survivor benefits in the event of your death.
- A pension, paid early, if you have to stop work because of permanent ill health.
- Opportunities to increase your pension by the payment of extra contributions.
- Transfers accepted from most other pension arrangements, within time limits.
- If you have your employers consent, flexible retirement to help you into retirement.

**The benefits offered by the LGPS are a valuable asset provided and supported financially by your employer as part of your employment package.**

Oxfordshire County Council administer the LGPS for many employers in Oxfordshire. To ensure that your pension records are correct, please complete and return the attached form to your employer/employing department's HR/Payroll office.

In accordance with the Data Protection Act 1998, Oxfordshire County Council will record your information and use it to help in the provision of appropriate assistance and services, monitoring and administrative functions. Where it is relevant they may share this information with other agencies and organisations.

**Remember to check your payslip to make sure you are paying the correct contributions**

# USE THIS FORM IF YOU WISH TO OPT IN OR OUT OF THE SCHEME

## BEFORE YOU COMPLETE THIS FORM

If you have more than one contract, you should complete separate forms for each contract/employment. **Please make it clear which job this form applies to.**

The details shown on this form will establish your pension record.

## NOTES TO HELP YOU COMPLETE THIS FORM

The numbers shown relate to the questions on the form opposite

2. Your address is used on your pension record. Please inform Pension Services if your address changes. This will ensure your annual benefit statement is sent to your correct home address
3. Please forward a <b>clear photocopy</b> of your birth certificate with this form.
4. This is used to link your Payroll and Pension records.
5-9. This membership form relates to only one employment, these questions refer to the job that you are completing this form for.
10. If you answered YES, please complete the other side of the form headed 'DETAILS OF PREVIOUS PENSION SCHEME ARRANGEMENTS' and send in any copies of Statutory Notifications received from other LGPS authorities with this form.  If you are already receiving a pension from the LGPS, you should inform the relevant Authority (if not Oxfordshire County Council), to ensure that your pension payments are not affected by this re-employment.
14. If you have answered YES, please ensure that you complete the last page of the form even if you do not wish a transfer to be considered, or if you are already receiving a pension from your former employment. This information can effect future benefit entitlement. Time Limits apply to all transfers.
15. Contributions will be deducted from your salary automatically from your first day of employment. To confirm your membership, please sign and date the form in the section marked 'I wish to be a member of the LGPS'.
16. If you do not wish to join the Local Government Pension Scheme, please sign and date the section marked 'I do not wish to be a member of the LGPS'. Giving up the rights to the benefits of the LGPS is a serious decision. Please consider your retirement options carefully.  <b>A refund can only be paid if your completed opt out election is received within 3 months of you starting employment.</b>  <b><u>Please note that Sections 1 to 16 of the form must be completed even if you are electing not to join the LGPS.</u></b>

The attached form should be returned to your Payroll/HR department to ensure that correct contributions are made. The form will then be passed to Pension Services.

If you require any further information, please telephone Pension Services on 01865 797125 or 797133, or e-mail [pension.services@oxfordshire.gov.uk](mailto:pension.services@oxfordshire.gov.uk)



## DETAILS OF PREVIOUS PENSION SCHEME ARRANGEMENTS

1. An application for a transfer from outside Local Government must be requested within 1 year of joining the LGPS. Please send me more information about how a transfer works. Details of my previous pension provider/s have been given below.  
Signed ..... Print name ..... Date .....
2. I have previous LGPS membership and I authorise Oxfordshire County Council to obtain information from my previous pension provider so that I can consider a transfer. A decision to link LGPS membership should be made within 1 year of starting your new employment.  
Signed ..... Print name ..... Date .....

PREVIOUS PENSION SCHEME 1	PREVIOUS PENSIONS SCHEME 2
Name of Previous Employer	Name of Previous Employer:
Name and Address of Pension Scheme Administrator:	Name and Address of Pension Scheme Administrator:
Name of Previous Pension Scheme:	Name of Previous Pension Scheme:
Dates of Membership:	Dates of Membership:
Occupation:	Occupation:
Scheme Reference / Policy Number:	Scheme Reference / Policy Number:
*I WISH TO CONSIDER A TRANSFER* I DO NOT WISH TO CONSIDER A TRANSFER* I AM CURRENTLY RECEIVING A PENSION IN* RELATION TO THIS EMPLOYMENT	I WISH TO CONSIDER A TRANSFER* I DO NOT WISH TO CONSIDER A TRANSFER* I AM CURRENTLY RECEIVING A PENSION IN RELATION TO THIS EMPLOYMENT
*Delete as appropriate	*Delete as appropriate

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