

Local Government Pension Scheme Regulations 2013

NOTICE TO OPT OUT OF THE LOCAL GOVERNMENT PENSION SCHEME

Your personal details – Please complete the details below and sign the declaration overleaf

Employer:	
Surname:	
First name (s):	
Title: Mr, Mrs Miss, Ms, other (please specify):	
Address:	
	Post code:
National Insurance number:	
Date of birth:	
Name of post (or posts) from which you wish to opt out of membership of the LGPS:	
Job Title – Post 1	
Payroll reference number for that job (if known)	
Job Title – Post 2	
Payroll reference number for that job (if known)	

Please note (see also notes on page 3)

- **You cannot complete this form until after your employment has started. If you complete this form before your employment starts, your election to opt out will be treated as invalid**
- **Even if you are over age 55, you will not be able to draw your pension until you have left your employment**
- **If you rejoin the scheme at a later date you will not be able to aggregate your benefits with your new pension account. This means that:**
 - **If you are made redundant or retired on business efficiency, only your benefits built up after you re-joined will be paid unreduced; benefits which are deferred following you opting out may be reduced if you elect to draw them before your normal pension age.**
 - **If you partially retire under flexible retirement, you will only be allowed to draw the benefits built up after you re-join the scheme; benefits which are deferred following you opting out will not be paid until you fully leave employment**
- **If you have any Lifetime Allowance protection (other than Individual Protection 2012, 2014 or 2016) you must opt out within one month of being automatically re-enrolled into the LGPS in order to retain your specific protection. For more information, please visit <https://www.gov.uk/tax-on-your-private-pension/lifetime-allowance>**

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Declaration

I declare that by opting out of the Local Government Pension Scheme (LGPS), I am knowingly giving up the opportunity to participate in the LGPS which would provide a guaranteed package of benefits which are backed by law including: -

- **A secure pension** – payable for life which increases with the cost of living
- **Tax free cash** – the option to exchange part of my pension for tax free cash at retirement
- **Voluntary early retirement** – from age 55
- **Ill health cover** – if I have to retire due to a serious illness, I could receive immediate benefits based on an enhanced period of scheme membership
- **Redundancy cover** – with the early payment of benefits if I am made redundant or retired on business efficiency grounds aged 55 or over providing I have more than 2 years membership.
- **Life cover** – with a lump sum of 3 times my pensionable pay if I die in service
- **Cover for my family upon my death** – including a survivor's pension for my husband/wife (both opposite and same-sex marriages), civil partner or cohabiting partner, as well as children's pensions

I have read the above and understand that the choices I make now are important in planning for my retirement.

I confirm that I wish to opt out of pension saving (s) in the post (s) I have indicated on this form.

I understand that if I opt out I will lose the right to pension contributions from my employer.

Signed:

Dated (must be after date joined LGPS):

FOR COMPLETION BY SCHEME EMPLOYER

Date received:	
Date actioned / last date contributions deducted:	
Were contributions refunded through payroll? <i>A refund must be paid through payroll if employee has less than 3 months LGPS membership.</i>	YES / NO
Signed:	
Designation:	
Date:	

Privacy notice

Barnet Council will collect and use the information you give us to undertake our functions as a local authority and deliver services to you. It is our responsibility to ensure that your information is kept safe. Where necessary and legally allowed, we will share your information with trusted external organisations, commissioned partners and contracted service providers in order to deliver services and support to you.

The information we collect may be used to better understand your use of our services and assist us in improving our services. This is to ensure we are using public funds in the best possible way. Under our duty to protect public money we may use the information you have provided for the prevention and detection of crime.

For further details of how we use your information and to understand your rights please visit www.barnet.gov.uk/privacy or email data.protection@barnet.gov.uk to request a full copy of our privacy notice.

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Notes:

1. You can only sign and date this opt out form once you have commenced employment in the post from which you wish to opt out of membership of the LGPS. You cannot sign and date the form before then as it will be treated as an invalid opt out.
2. The completed opt out form should be returned to your Scheme employer's payroll section or your human resources department.
3. If you have another job with another employer, that employer might also put you into pension saving, now or in the future. This opt out notice only opts you out of LGPS pension saving in relation to the Scheme employer and jobs you have named on this form. A separate opt out notice must be filled out and given to any other employer you work for if you wish to opt out of pension saving with that employer as well. You will need to obtain the equivalent opt out form for an employment with that employer from the pension administrators for the scheme provided by that employer.
4. If you opt out of the LGPS:
 - **Before completing three months membership** - you will be treated as never having been a member, and your employer will, through their payroll, provide you with a refund of any contributions deducted from your pay.
 - **After three months, but before being treated as achieving a qualifying period of 2 years** – you will be entitled to refund of contributions. Your refund will be paid to you by your Pension Fund on the earliest of your election to receive a refund and the 5th anniversary of your decision to opt out.
 - **Having achieving a qualifying period of 2 years** – you will be entitled to a deferred benefit in the LGPS which, unless you transfer the benefits to another pension scheme, would normally be payable from your normal pension age, which is the later of State Pension age and age 65.
5. If you decide to opt out of membership of the LGPS and subsequently change your mind you will be able to rejoin the scheme provided you are under age 75 and you remain in an employment that qualifies you for membership of the scheme. However, you will not be able to aggregate your pension account from the time you opted out with the pension account from the time you opted back in. You will need to write to your Scheme employer if you want to opt back into the scheme.
6. If you stay opted out, provided you meet the definition of an eligible job holder, your Scheme employer will automatically put you back into the LGPS approximately three years from the date they have to comply with the automatic enrolment provisions of the Pensions Act 2008 and every three years thereafter. Though, you may thereafter elect to opt out of membership of the scheme.
7. If you change employer your new employer will normally put you back into pension saving straight away.

For more information

If you want to know more about the costs and benefits of being a member of the LGPS, you can contact the administrators of your LGPS Pension Fund in writing at:

By Post	The London Borough of Barnet Capita Employee Benefits 11b Lingfield Point Darlington DL1 1AX
By telephone	Barnet Capita: 01325 746010
By email	barnetpensions@capita.co.uk