

Local Government Pension Scheme (LGPS)  
**Opt-out form**

**Please read the information on this form and complete the declaration before you decide to opt-out of the LGPS.**

**Before you opt-out of the scheme entirely, have you considered the 50/50 option instead?**

The 50/50 option allows you to pay half of your current contribution rate but build up half the pension benefit whilst still retaining full death in service benefits. If you would like to take this option, please complete the 'member election to join 50/50 section' form.

**Your Details**

First names:

Surname:

NI number:

Name of employer:

**Why it pays to be a member**

- You get tax relief on your pension contributions.
- For every £1 you pay into the scheme your employer pays an average of £2.
- You get a guaranteed pension for life that goes up every year in line with inflation.
- You can give up part of your pension for a tax-free lump sum.
- You get a pension at any age if you become too ill to work. \*
- You can retire from age 55 if you are made redundant or your employer consents. \*
- You can retire from age 55 on reduced benefits. \*
- If you die there's a lump sum death grant of at least three times your pay.
- There may be a pension for your spouse, civil partner or eligible cohabiting partner if you die.
- Eligible children would be entitled to a pension in the event of your death
- You can pay extra to increase your pension benefits.
- Your pension benefits are guaranteed in law and not affected by share prices or the stock market.

\* a minimum membership requirement applies

## Declaration

- I wish to opt-out of the pension scheme with the City of Westminster Pension Fund in the post(s) shown on this form.
- I confirm that I have read the opting out of the LGPS information and leaflet and understand that I will lose access to related benefits such as death in service benefits.
- I understand that if I opt out I will lose the right to pension contributions from my employer.
- I understand that if I opt out I may have a lower income when I retire.
- Where I have submitted my opt-out form in an electronic format I confirm that I have personally submitted this notice.
- I wish to opt out of pension scheme with the City of Westminster Pension Fund in the following posts(s) with my employer:

Post 1: Job Title		Pay number:	
Post 2: Job Title		Pay number:	
Post 3: Job Title		Pay number:	
Post 4: Job title		Pay number:	

## Date of Opt Out

Please be aware, your employer will usually opt you out from your next payroll run date. If you want a date later than this then please contact your payroll provider to arrange the date of opt out with them.

Your signature:

Date:

**Please return your completed form to your employer**

**NB: Date signed must not be before the start of your employment(s) in which you are choosing to opt out of membership (as an earlier date will mean the opt out form is not valid).**



For information on how we hold and use your data, please visit <https://www.hants.gov.uk/hampshire-services/pensions/local-government/contact-and-resources/privacy-notice>

### **Important information about opting out of the LGPS**

- The government has introduced new laws designed to help people save for their retirement. It requires all employers to enrol their workers into a workplace pension scheme if they are not already in one. This is known as automatic enrolment.
- Although you can opt of the LGPS at any point after you start work, under automatic enrolment your employer may have to put you back into the pension scheme and start deducting contributions again.
- Your employer must tell you if they enrol you into the LGPS. If you become a member but you do not want to be you will need to opt out by completing another opt out form, even if you have only recently done so.
- Usually your employer would put you back in to the LGPS in about 3 years' time, but because of the way the new laws work, it could be much sooner so it is important to read, and act on if necessary, any information your employer gives you.

### **What happens once you opt out?**

- You must return the completed form to your employer who will stop deducting contributions and let Pension Services know that you are no longer a member.
- If you opt-out of the LGPS within three months of joining, and you have not transferred in service, your employer will refund your contributions through your pay.
- If you opt-out of the LGPS on or after 11 April 2015 with deferred benefits (and do not have a concurrent employment in which you are still a member of LGPS) you will no longer have the right if you later re-join the scheme, to combine those deferred benefits with any future period of membership in LGPS.

### **What you need to know**

By law, we are required to make you aware of the following.

- Your employer cannot ask you or force you to opt-out of a workplace pension.
- If you are asked or forced to opt-out, you can contact The Pensions Regulator – see [www.tpr.gov.uk](http://www.tpr.gov.uk)
- If you change your mind, you may be able to opt back in – write to your employer if you want to do this.
- If you change your job, your new employer will normally put you back into pension saving straight away.
- If you have another job, your other employer might also put you into a pension scheme, now or in the future. This notice only allows you to opt-out of pension scheme with the employer you have declared in this form. A separate notice must be filled out and given to any other employer you work for, if you wish to opt-out of that employer's pension scheme as well.

**More information**

**Hampshire Pension Services**

Website: [/www.hants.gov.uk/pensions](http://www.hants.gov.uk/pensions)

- Phone: 01962 845588
- email: [pensions@hants.gov.uk](mailto:pensions@hants.gov.uk)

**The Pensions Regulator** (automatic enrolment)

- Website: [www.tpr.gov.uk/individuals](http://www.tpr.gov.uk/individuals)

**Employer use only:**

Please select one option:

Member has less than three months' contributions, employee contributions have been refunded.

Member has more than three months' contributions, a leaver form has also been sent in respect of this employee.

The date from which the employee opted out is:

Completed by:

Date:

Employer stamp: