The Local Government Pension Scheme (LGPS) Westminster City Council Pension Fund LG6 Election to join the LGPS



You should complete this form if you elect to join the LGPS. If you elect to join the scheme in more than one post you must complete a separate election form for each post.

Please make sure that you fully complete the form and return it to your employer so that they can arrange for your scheme membership to begin from the next available pay period.

More information about the benefits offered by the LGPS can be found on the national website for LGPS members: **www.lgpsmember.org**

Your Personal Details				
Surname		Title		
Forename(s)		Date of birth		
National Insurance Number				
Home address				
		Postcode:		
Email address				

Employment details

Please provide the following information for the post in which you are electing to join the LGPS

Employer	
Pay reference (if known)	
Job title	

Declaration				
I elect to join the LGPS for the job I have named above. I understand that my membership of the scheme will start from the next available pay period				
Signed	Date			

Please return this form directly to your employer's HR / Payroll department

EMPLOYERS - please read the instructions overleaf

Instructions for the employer receiving this form

An employee has completed this form because they have elected to join the LGPS in the post that they have provided details of on the first page. On receiving this form, you should take the following actions:

- > Check that the member is entitled to join the LGPS in this post
 - The employee is under age 75
 - The employee is not entitled to join another pension scheme in this post (eg Teachers' Pension Scheme)
 - If you are a designating body (such as a town or parish council) or an admission body the employee may not have an automatic right to join the LGPS. Please confirm whether the employee has the right to join the LGPS and only proceed to the next stages if they do
- Take the appropriate action to arrange for pension contributions (employee and employer contributions) to start to be deducted from the next available pay period after you receive the member's election to join the LGPS.

Please note that it is **not possible for membership of the LGPS to be backdated** to a date before you received the completed opt in form.

- > Provide the employee with the short guide to the LGPS for new scheme members
- Notify the Pensions team that the employee has joined the LGPS by your normal method of letting us know about new starters (completing a new joiner spreadsheet or via iconnect)

Employers, if you have any questions about this form, please contact Hampshire Pension Services		
By phone	01962 845 588	
By email	pensions@hants.gov.uk	