| **Cambridgeshire**  Pension Fund | **Northamptonshire**  Pension Fund |
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# Local Government Pension Scheme - member estimate request form

Please be aware that we restrict the:

* number of estimates for each member to **two estimates per request** and only **one request per year**; and
* **date**(s) of the estimate(s) to be **within 12 months** of the date of the request.

If you’d like any other estimates, please use your [online pension account on our website](https://lgssmember.pensiondetails.co.uk/home/login/index2.html).

If you’ve any queries about filling in this form, please email the [Pensions Service](mailto:pensions@westnorthants.gov.uk)

### Section 1 – Personal details

| Question | Answer |
| --- | --- |
| Surname |  |
| First names(s) |  |
| Title |  |
| Previous surname(s) |  |
| Date of birth |  |
| National insurance number |  |
| Address |  |
| Post code |  |
| Home email address |  |
| Home phone number |  |
| Mobile phone number |  |

### Section 2 – Current employment details

| Question | Answer |
| --- | --- |
| Employer |  |
| Job title |  |
| Payroll reference number |  |

### Section 3 – Partnership status

| Question | Answer Yes/No |
| --- | --- |
| Single |  |
| Married |  |
| Registered civil partner |  |
| Cohabiting partner (unmarried) |  |
| Divorced |  |
| Widow/ Widower |  |

### Section 4 – Reason for estimate request

| Question | Answer Yes/No | If Yes – proposed date of leaving |
| --- | --- | --- |
| Leaving job |  |  |
| Estimate only |  |  |
| Cash equivalent transfer value |  |  |

### Section 5 – Member’s authorisation

* Please give me the estimate(s) requested on this form.
* I understand that the estimate(s) will be based on the information currently shown on my pension record.
* I understand that there may be a delay in providing the estimate(s), if the Pensions Service has any queries in relation to any information that has been supplied by my employer and must request further information from my employer or my employer’s payroll provider.

| Question | Answer |
| --- | --- |
| Name |  |
| Signature (only required if 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.westnorthants.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.

# Local Government Pension Scheme - member estimate request form notes

Please read these notes and make sure each section of the form is fully completed before submitting the form.

### Section 1 - Personal details

This section helps us find your correct membership record and update your details - please give all the details we’ve asked for.

### Section 2 - Current employment details

This section helps us find your correct membership record - please give all the details we’ve asked for.

### Section 3 - Partnership status

To make sure your estimate is accurate, especially for death in service, please give your current partnership status.

### Section 4 - Reason for estimate request

It’s important that you fully complete this section, so we can make sure you get the information you need on time.

### Section 5 - Member's authorisation

Sign and date the form and then return to the Pensions Service either by:

* Securely uploading it to your [online pension account](https://lgssmember.pensiondetails.co.uk/home/login/index2.html) on our website; or
* Scanning and emailing it to [pensions@westnorthants.gov.uk](mailto:pensions@westnorthants.gov.uk) , it is recommended that you password protect any documentation containing confidential information if possible; or
* Sending it to the address below:

Pensions Service

West Northamptonshire Council

The Guildhall

St Giles Square

Northampton

NN1 1DE