| **Cambridgeshire**  Pension Fund | **Northamptonshire**  Pension Fund |
| --- | --- |

**Local Government Pension Scheme – membership information**

Please complete this form if:

* You’re a new employee and your employer has automatically brought you into the Local Government Pension Scheme (LGPS): or
* You’re a current employee who has been auto-enrolled into the LGPS.

We will only accept a *digital* or *handwritten signature* as authorisation in section 7 of this form.

**Part A – Information about you**

**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 |  |
| Mobile phone number |  |
| Home phone number |  |
| Work phone number |  |

\* Please supply a self-certified photocopy (copy signed by you to certify that the photocopy is a true copy of the original) of your birth certificate or passport.

**Section 2 - Partnership status**

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

**Section 3 – Current employment details**

| **Question** | **Answer Yes/No** |
| --- | --- |
| Employer |  |
| Job title |  |
| Payroll number (if known) |  |
| Start date |  |
| Date became a member of the LGPS (if different to start date) |  |

**Part B – Previous employment and public service pension rights**

In the following sections please give details of all your previous employment in the LGPS and membership of other public service pension schemes. **Legislation directs that it is important that you give full and accurate information in respect of your rights in the LGPS (England and Wales) and/or other public service pension schemes (including LGPS in Scotland and Northern Ireland).**

**Section 4 – Other previous public service pension scheme membership details**

Please list all your previous membership of a public service pension scheme, from working as a civil servant, judiciary, health service worker, local government worker for Scotland and Northern Ireland, teacher, fire and rescue worker or member of a police force for England, Wales and Scotland or member of the armed forces.

| **Scheme** | **Name of scheme** | **Date from** | **Date to** |
| --- | --- | --- | --- |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |

**Section 5 – Previous LGPS Membership Details**

Please list all your previous jobs with an employer which participates in the LGPS in England and Wales.

| **Employer** | **Name of employer** | **Name of the LGPS Pension Fund** | **Date from** | **Date to** |
| --- | --- | --- | --- | --- |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |

Automatic amalgamation of your previous LGPS frozen/deferred refund or deferred benefit with your current active pension account will apply in certain circumstances. Please refer to the attached “frequently asked questions”.

**Section 6 – LGPS membership before 1 April 2014 only**

If you’ve a period of membership that’s only before 1/4/2014 and you’ve not had a break of more than 5 years membership in a public service pension scheme, you can choose to be treated as if you had been an active member on 31 March and 1 April 2014. Please refer to the attached “frequently asked questions” and let us know your choice by ticking the box that applies:

| **Question** | **Answer Yes/No** |
| --- | --- |
| I want to be treated as an active member on 31 March and 1 April 2014 |  |
| I don’t want to be treated as an active member on 31 March and 1 April 2014 |  |

**Section 7 – Declaration**

* I certify that the information I have provided is correct and complete to the best of my knowledge.
* I authorise the administrators of my previous LGPS rights to disclose full details of my pension rights to Pensions Service, West Northamptonshire Council. \*

\*delete if not applicable.

We will only accept a *digital* or *handwritten signature* as authorisation in section 3 of this form.

| **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 help us to carry out our statutory duty, we need 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 - membership information form frequently asked questions**

What sections on this form must I complete?

You must always fully complete sections 1-3 in Part A and section 7. If you’ve previous LGPS benefits you must fully complete section 5 and section 4 and/or 6 if applicable.

Where do I send the completed form?

When you have completed and signed the form, please return either by:

* Securely uploading it to your [online pension account](https://lgssmember.pensiondetails.co.uk/home/login/index2.html); or
* Scanning and emailing it to [pensions@westnorthants.gov.uk](mailto:pensions@westnorthants.gov.uk) , it’s 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

Why should I access my online pension account?

Our dedicated member hub provides you with access to information about the LGPS including access to your individual pension account. If you register for access to your pension account, you’ll be able to:

* Amend and update your personal information.
* View your financial and membership details.
* Carry out certain benefit calculations.
* View your annual benefit statement.
* Access annual allowance information.
* Access any documents you’ve asked us for in one handy place;
* Nominate beneficiaries (people you want to benefit from your pension if you die).
* Upload your letters or documents

Where possible, any documents or letters we send you will be by email or through your pension account. If a document is uploaded to your pension account, we’ll let you know when it’s there.

If you’re not online and not able to view your pension account electronically, you can opt out of electronic communications by writing to us.

How do I register to access my pension account?

* Visit our website and read the user guide which can be found by clicking on the ‘Help’ member opt on the member hub:

[Cambridgeshire Pension Fund](https://pensions.westnorthants.gov.uk/governance/key-documents/northamptonshire/)

[Northamptonshire Pension Fund](https://pensions.westnorthants.gov.uk/)

* Click on login/register at the top of the page.
* Scroll down to the bottom of the page and click on the ‘Register’ button.
* You’ll need your national insurance number handy to complete your registration.

If you can’t find what you want in our user guide or need an activation key, please send an email to [MyPension@westnorthants.gov.uk](mailto:MyPension@westnorthants.gov.uk)

Do I have to nominate a cohabiting partner to get the survivor’s pension?

From 1 April 2014 it’s no longer necessary for a cohabiting partner to be nominated for the survivor’s pension. It is, however, necessary on death to evidence that the conditions for a cohabitee’s pension are met (eg financial dependency/interdependency, cohabitation etc), further details are available our website.

When would my previous LGPS benefits be automatically amalgamated with the new active account?

Your previous LGPS benefits will be amalgamated if:

Post 31/3/2014 membership only:

* You’ve a deferred refund which is based on membership after 31/3/2014 only and the gap between jobs isn’t more than 5 years.
* You’ve a deferred benefit which is based on membership after 31/3/2014 only, **unless** you choose to keep your benefits separate.

A mixture of pre 1/4/2014 and post 31/3/2014 membership:

* You’ve a deferred refund which is based on membership before 1/4/2014 and after 31/3/2014 and the gap between jobs isn’t more than 5 years.
* You’ve a deferred benefit which is based on membership before 1/4/2014 and after 31/3/2014 only, **unless** you choose to keep your benefits separate. If the gap in active membership in a public sector pension scheme is less than 5 years, the membership before 1/4/2014 will be attached to a final salary benefit of your new active pension account. If the gap is more than 5 years, a transfer value for the membership before 1/4/2014 will buy an amount of pension in your new active pension account.

Pre 1/4/2014 membership only:

* You’ve a frozen (deferred) refund for your membership before 1/4/2014. The transfer value will be used to buy an amount of pension in your new active pension account.
* You’ve a deferred benefit and you haven’t had a break of more than 5 years membership in a public service pension scheme, you can choose to be treated as if you had been an active member on 31 March 2014 and 1 April 2014. If you do this, the membership before 1/4/2014 will give you the right to a final salary benefit attached to your new active pension account.

What is a pension account?

From 1 April 2014, for each individual local government pensionable job in England and Wales, you will build up a separate pension ‘pot’ based on 1/49th of your pensionable pay.

Why do you need information on membership of other public service pension schemes?

This is needed, to work out whether you meet the requirements of the Public Service Pensions Act, to keep the final salary link for LGPS benefits before 1/4/2014. Under this Act, to keep the final salary benefit link you must not have had a break of more than 5 years in a public service pension scheme.