

# Warwickshire Pension Fund Local Government Pension Scheme Membership Form

Please complete in **BLOCK** capitals and **black** ink.

## Section 1 - Your personal details

This section needs to be completed in full in all cases.

Surname	<input type="text"/>	Title	<input type="text"/>
Name	<input type="text"/>	National Insurance No.	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Gender	<input type="text"/>	Date of birth	<input type="text"/> <input type="text"/> <input type="text"/>
Address	<input type="text"/> <input type="text"/>		
Postcode	<input type="text"/>	Tel No	<input type="text"/>
Email	<input type="text"/>		

The employment details required below are for the post you have been appointed to

Employer	<input type="text"/>	Payroll Ref No.	<input type="text"/>
Post/Job	<input type="text"/>	Date commenced	<input type="text"/>

## Section 2 - Pension Scheme election

Your Pension Scheme is a valuable part of your pay package.

If you decide to opt out of the scheme you must complete an opt out form. This form can be found on our website or alternatively contact our office.

**If you wish to join the 50/50 section of the Local Government Pension Scheme you will need to complete an additional separate election form. This form can also be found on our website or alternatively contact our office.**

Please tick below if you wish to join the main pension scheme:

- I wish to become/remain a member of the Local Government Pension Scheme (please provide information requested in this form).

**Please remember to sign and date this form.**

Signed .....

Date.....

### Section 3 - Marital status

I am single  I am a widow/widower  Date \_\_\_\_\_

I am married  Date \_\_\_\_\_ I am divorced  Date \_\_\_\_\_

I am civilly registered  Date \_\_\_\_\_ I am separated  Date \_\_\_\_\_

I am cohabiting with my partner and have been for at least 2 years

**A copy of your birth certificate should be sent with this form.** If you are married or civilly registered please also enclose a copy of your marriage/civil registration certificate. If the certificates are not readily available, please do not delay the return of this form.

Copy of my birth certificate is attached  Copy of my marriage certificate is attached

Copy of my civil registration certificate is attached

### Section 4 – Previous Public Sector Service

If you have previously worked for any other Local Government public service we need to know about it as this can affect your pension with us. Please list any employments that you have had in public service below for example NHS, Teachers Pension Scheme.

**Please do not include previous employment with Warwickshire County Council.**

Employer..... Date From..... To.....

Employer..... Date From..... To.....

Employer..... Date From..... To.....

**Please continue on separate page if necessary**

If you want to consider transferring this service to us, please complete **Section 5.**

Signed..... Date.....

I certify that this is an accurate account of my previous **public sector service.**

## Section 5 - Previous pension rights

It may be possible to transfer previous pension rights to the Local Government Pension Scheme. Warwickshire Pension Fund can enquire about the possibility of a transfer.

**An application to transfer pension rights will not normally be accepted if made more than 12 months after joining the Local Government Pension Scheme.**

I have  (how many) previous pensions that I want to investigate transferring to Warwickshire Pension Fund.

Please remember to sign, date and return this form.

Signed .....

Date.....

## Section 6 – Additional Pension Benefits already purchased

It is important that we know if you have previously paid Additional Voluntary Contributions (AVCs) Additional Regular Contributions (ARCs) or have increased your previous pension benefits by purchasing added years.

**Please tick** if you have ever paid extra contributions (in any of the following arrangements)

- Paying Additional Regular Contributions (ARCs)
- In-house Additional Voluntary Contributions (AVCs)
- Free standing Additional Voluntary Contributions (FSAVCs)
- Paying into a current additional years contract with the LGPS

## Section 7 – Increasing Pension Benefit

If you would like more information on purchasing Additional Pension Contributions (APCs) or Additional Voluntary Contributions (AVCs) then please visit our website for more information

<https://www.warwickshirepensionfund.org.uk>

## What happens next and how to contact us

Please return your completed form to us using the post or email details below. Once your pension record is set up we will issue you with a membership certificate and details of where to find the Scheme Guide.

For more information please visit our website or contact our office:

Email: [pensions@warwickshire.gov.uk](mailto:pensions@warwickshire.gov.uk)

Website : <https://www.warwickshirepensionfund.org.uk>

Telephone: 01926 412005

Warwickshire Pension Fund  
Shire Hall  
Warwick  
CV34 4RL

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Shire Hall  
Warwick  
CV34 4RL

**Email:** [pensions@warwickshire.gov.uk](mailto:pensions@warwickshire.gov.uk)

**Website :** <https://www.warwickshirepensionfund.org.uk>

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## How your information may be used

We work with partners to provide you with public services. To do this, we may need to share your information. We will do this in a way that protects your privacy. We are under a duty to protect public funds. We may use any of the information you have provided on this form for the prevention and detection of fraud. We may also share this information with other bodies that are responsible for auditing or administering public funds.

Please let us know when any of your contact details change **especially change of address**.

You have the right to know what information we hold about you and we try to make sure it is correct.

If you would like further information visit our website:

<https://www.warwickshirepensionfund.org.uk/resources>