

Notice of termination of membership

Retirements and death in service only

Name of Employer: - Click here to enter text.

Section 1: Member Details

Surname: Click here to enter text.	First Name(s): Click here to enter text.
National Insurance Number: Click here to enter text.	Date of Birth: Click here to enter text.
Payroll Number: Click here to enter text.	Job Title: Click here to enter text.

Section 2: Retirement Details

Retirement

If the member is over 55 and wants their pension to put into payment from date of leaving.

Ill health retirement

If the member is retired on ill-health grounds please indicate on what tier their benefits are to be paid and enclose a copy of the ill health certificate.

Redundancy/Efficiency

If it is your organisations requirement for a purchase order to be raised to cover the pension strain costs, please enter the purchase order number.

Death in service

If available, please provide us with the next of kin contact details.

Flexible retirement

If you have agreed with the member for them to access their pension but remain in work on a change of conditions in accordance with your policy. If it is your organisations requirement for a purchase order to be raised to cover the pension strain costs, please enter the purchase order number.

Date of leaving	
<input type="checkbox"/> Retirement	<input type="checkbox"/> Ill Health: (select Tier) - <input type="checkbox"/> Tier 1 <input type="checkbox"/> Tier 2 <input type="checkbox"/> Tier 3
<input type="checkbox"/> Redundancy/Efficiency: - Purchase order number if required _____	<input type="checkbox"/> Death in service
<input type="checkbox"/> Flexible retirement Member re-joining the scheme Yes/No	Date of restart of employment _____ Hours on restart of employment _____ Contribution rate _____ Purchase order number if required _____

Section 3: Pensionable Pay Details under the old regulations up to leaving date

This section needs be completed for all members.

Basic full-time annual salary at date of leaving is their full time equivalent annual salary as it was on their last day of service.

Basic full-time annual salary at date of leaving	£Click here to enter text.
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Final years pensionable pay is their earnings within the last 365 days of employment.
The table will assist you in calculating this

A single line must be completed each time a member has a change in hours or salary.
Also you should indicate any pensionable extras received, which do not make up part of their basic salary. If they have received a pensionable extra the amount should be shown along with the appropriate code.

Codes:

H - Honorarium

F - First aid

O - Contractual overtime

R - Responsibility allowance

X – Other

W – Fire warden

Finally, we will need to know how many hours per week the member worked and the number of paid weeks per year they were paid for.

(Please show calculations below)

Period from	Period to	Month / Days in this period (a)	Basic FTE Salary (b)	Salary earned in this period (b x a / 12)	Pensionable 'extras' received in this period	
				£ Click here to enter text.	£Click here to enter text.	
				Total	£Click here to enter text.	

Weekly hours worked :Click here to enter text.

Weeks per year paid :Click here to enter text.

Section 4: Pensionable Pay Details for Post 2014 pension

This section should show the total pay the member has received in the year they leave from 1st April to their date of leaving. Any Assumed Pensionable Pay they are entitled to for that period should be added to any pay that they have earned and paid contributions on to get to the total pensionable pay for that period. These figures should be on actual pay and not full time equivalent as in section 3.

Total Pay received in financial year of leaving in Main Scheme	Total Pay received in financial year of leaving in 50/50 Scheme	Assumed Pensionable Pay in financial year of leaving	Additional Pension Contributions (APC's) paid in financial year of leaving	TOTAL FOR THE YEAR
£ Click here to enter text.	£ Click here to enter text.	£ Click here to enter text.	£ Click here to enter text.	£ Click here to enter text.
Total pay received in the financial year <u>before</u> leaving in Main Scheme	Total Pay received in financial year <u>before</u> leaving in 50/50 Scheme	Assumed Pensionable Pay in financial year <u>before</u> leaving	Additional Pension Contributions (APC's) paid in financial year <u>before</u> leaving	TOTAL FOR THE YEAR
£ Click here to enter text.	£ Click here to enter text.	£ Click here to enter text.	£ Click here to enter text.	£ Click here to enter text.

Form completed by:

Name: Click here to enter text.

Date: Click here to enter text.

Telephone number: Click here to enter text.

Email: Click here to enter text.

You should aim to complete and return this form to Pension Services no more than 30 days after the member has ceased pensionable employment.

Return completed form to: pensions@warwickshire.gov.uk