



**WARWICKSHIRE**  
PENSION FUND

# Local Government Pension Scheme (LGPS) Leaver Information

## Advice for members leaving the pension scheme

Following your decision to opt out of the Local Government Pension Scheme (LGPS) or to leave your employment, the following options are available to you:

### 1) Preservation of Benefits

If you have more than 2 years membership or you transferred in from another pension scheme, you can preserve your existing entitlement to benefits for eventual payment at your normal retirement age. Briefly this means that your benefits are calculated on your Scheme membership at leaving and frozen until either transferred out or put into payment. During the period they are preserved your pension benefits will be increased in April each year in line with the Consumer Price Index.

If you choose to preserve your benefits, you will be sent a statement detailing the value of your pension. You will also receive an annual benefit statement every year which will show any increases.

**It is important you keep the Pension Fund informed of all changes in your personal circumstances and address. The Pension Fund will be unable to send the annual benefit statement or pay your pension without your current address.**

### 2) Transfer of Pension Rights

If you leave before your pension benefits are payable, you may transfer your pension rights into another pension scheme. Please inform your new pension provider that you have previous pension rights with Warwickshire Pension Fund. The new pension provider will request a transfer value from us and will inform you of your options.

**It is not compulsory to transfer your benefits to a new pension scheme and you should always make sure it is in your best interests before doing so. If you are unsure, you should seek independent financial advice.**

If you have been working in two or more jobs and leave one of them the Pension Fund may combine your benefits. Details of this will be sent to you.

### 3) Refund of contributions

If you opt out of the LGPS before completing three months membership you will be treated as never having been a member and will receive a refund of any contributions deducted from your pay minus any deductions for income tax and the cost of buying you back into the State Second Pension Scheme (S2P). **The refund will be paid by your employer.**

If you opt out after 3 months but before two years or leave employment before two years then you may be entitled to a refund as long as you have not done any of the following:

- Continued as an active member in another employment held at the same time as the employment in which you are claiming a refund.
- Spent 2 years as an active member of this scheme
- Brought in a transfer from a different occupational scheme or European Pensions Institution and the length of service in respect of benefits in that scheme was two or more years
- Brought in a transfer from a different occupational scheme or European Pensions Institution and the aggregated service in respect of the benefits with them and your service in this pension scheme is 2 years or more
- Brought in a transfer in respect of rights accrued in a scheme or arrangement that does not permit a refund of contributions to the member
- Paid National Insurance contributions whilst an active member and ceases active membership after the end of the tax year preceding that in which you attain pensionable age (60 for a female or 65 for a male with a GMP, or in any other case State Pension Age)
- You already hold a deferred benefit or are in receipt of a pension from the LGPS in England or Wales (other than a survivor's pension or pension credit members pension)
- If you cease active membership at age 75
- **If you rejoin the scheme within a month and a day**

If any of the above relates to you, please refer to section 1 and 2 of this form.

A refund of contributions will be subject to a deduction in respect of a contributions equivalent premium, to restore your right to a pension from the State Second Pension Scheme at retirement age. There is also a 20% tax deduction on the remainder.

It must be clearly understood that once a refund of your contributions is made there will be no future pension liability held with the LGPS. There is also no provision for the amount to be repaid should you subsequently re-enter the scheme and wish to reinstate your past service.

If you are uncertain what to do at this stage, you may defer making a decision for up to five years. You may consider this as an option if you are taking a break from employment and intend transferring your entitlement at a later date. Remember though, you do not have an entitlement to pension benefits at retirement age. If you do not contact the Pension Fund within five years you will be paid a refund of contributions.

**It is important you keep the Pension Fund informed of all changes in your personal circumstances and address.**

**Claiming a refund of contributions from the LGPS in Warwickshire will cancel out ALL pension rights in the LGPS in England and Wales wherever they may be held.**

**If a person claims a refund that is made as an authorised payment, having failed to disclose they have previous LGPS membership, the payment of the refund will “wipe out” those benefits.**

**It is essential therefore that you consider the matter carefully before applying for a refund.**

Please use the attached form to indicate your wishes concerning your pension rights.

If you have any questions or require further information, please contact:

Warwickshire Pension Fund  
Shire Hall  
Warwick  
CV34 4RL

Website: [www.warwickshirepensionfund.org.uk](http://www.warwickshirepensionfund.org.uk)

**Telephone:** 01926 412005

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



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# Local Government Pension Scheme Leaver Form

## Section 1 - Your personal details: This section needs to be completed in full in all cases

Please complete in **BLOCK** capitals.

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

## Section 2 - Bank details: Only complete if you are claiming refund of contributions

Name of Bank/Building Society	<input type="text"/>		
Name(s) of Account Holders	<input type="text"/>		
Account Number	<input type="text"/>	Sort Code	<input type="text"/>

If Using Building Society's Bank:

Name of Building Society Bank	<input type="text"/>
Building Society bank A/C No	<input type="text"/>
Building Society Roll No (If applicable)	<input type="text"/>

I hereby authorise and request you to pay to the credit of my Bank/Building Society Account (in accordance with the details set out above) my refund of contributions which may become due to me.

Signed \_\_\_\_\_ Date \_\_\_\_\_

To sign this form, either download the document and open in Adobe Acrobat or open in the Chrome web browser and use the option 'draw' to sign.

**Section 3 – Your options** : Select only **one** option below that applies to you

**1. Preserve Benefits in this pension scheme - tick one**

**a. Complete if you joined the scheme on or before 31<sup>st</sup> March 2014**

I have **more than three months membership** and I would like to preserve my pension rights until reaching state pension age. Please advise me of the benefits to which I shall become entitled.

**b. Complete if you joined the scheme after 1<sup>st</sup> April 2014**

I have **more than two years of membership** and I would like to preserve my pension rights until reaching state pension age. Please advise me of the benefits to which I shall become entitled.

**2. Transfer of Pension rights to another pension scheme**

I am considering a transfer of my pension rights to:

I have asked my new employer/pension provider to obtain all relevant information from you and I authorise you to release it.

Signed  Date

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**3. Refund of contributions (complete if joined the scheme after 01/04/2014)**

I have **less than 2 years membership** and I would like to receive a refund of pension contributions

**I am claiming a refund, I therefore certify that:**

- I did not rejoin the Local Government Pension Scheme (LGPS) in England or Wales within a month and a day of ceasing the employment in respect of which I am claiming the refund of contributions,
- I am not continuing as an active member in another employment held concurrently with the employment, I am ceasing pensionable membership with.
- I do not already hold a deferred benefit in the LGPS in England or Wales, and I am not in receipt of a pension from the LGPS in England or Wales (other than a widow's widower's, civil partner's cohabitee's or other survivor's pension or a pension awarded to me as part of a Pension Sharing settlement following a divorce or dissolution of a civil partnership), and
- I have not previously transferred pension rights from the LGPS in England or Wales to an overseas pension scheme.

**To sign this form, either download the document and open in Adobe Acrobat or open in Chrome and use the 'draw' option to sign it.**

Signed  Date