

Warwickshire County Council Pension Fund

Guidance Notes for completing Notices of Terminations

A notice of termination of membership **MUST** be completed when an employee ceases scheme membership.

If the member has multiple employments then a **separate** form must be completed for each employment.

Section 1: Members Details

- All fields are required to be completed in Section 1.

Section 2: Leaving Details

Please input the last day of scheme membership. This is usually the last day of actual employment or the date they ceased paying pension contributions where they have opted-out.

Also indicate the reason for leaving: -

- **Opted out**

If a member opts-out within 3 months of joining then a refund must be paid through payroll. If a member opts out with more than 3 months membership but less than 2 years then they can receive a refund from pension services. If they have more than 2 years service they cannot receive a refund and will therefore have a deferred pension in the LGPS.

- **Resignation**

If the member is under 60 at date of leaving and resigns from his / her post please input the name of their new employer if known.

- **Dismissal**

If the employer has made a decision to terminate the member's contract of employment.

- **Redundancy**

If the member has been made redundant but is under age 55 and therefore not entitled to immediate payment of pension

- **Retirement**

If the member is entitled to immediate payment of pension, please complete section 3 to confirm on what grounds pension is to be paid

- **Death**

If the member dies in service the date of leaving is equivalent to the date of death. Please also indicate whether death certificates have already been requested.

Section 3: Retirement Details

In cases of retirement please indicate on what grounds they are retiring: -

- **Voluntary**

If the member is 60 or over and resigns from his / her post.

- **Early with employer's consent**

If the member is under age 60 and the employer agrees to bring his / her pension into payment immediately.

- **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

- **Ill Health**

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. Also indicate the level of tier for which their benefits should be calculated.

- **Redundancy / Efficiency**

If the member has been retired on grounds of redundancy or efficiency please include the amount of augmented service you are awarding. The award of augmented service will incur a one-off cost to the employer and should be only be granted if it is in accordance with your policy. Please also state the amount of redundancy payment the member has received.

Section 4: Contributions

- **National Insurance Details:** This is the member's contracted-out NI earnings (P14 details) in the financial year of leaving and prior to leaving. The financial year for this starts on 6th April and ends on 5th April.
- **Pension Scheme Contributions:** This is what the employee has paid in pension contributions in the financial year of leaving and prior to leaving. The financial year for this starts on 1st April and ends on 31st March.

Section 5: Pensionable pay

This section only needs to be completed if the member was in the pension scheme before 01/04/2014. If the member started before 01/04/2014 then you will need to complete both sections 5 and 6. If the member started 01/04/2014 or later then you can leave this section blank and just complete section 6.

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.

Final years pensionable pay is their earnings within the last 365 days of employment on which they have paid pension contributions. The table will assist you in calculating this and please refer to the example notice of termination for further guidance. Even for part time employees this should be the full time equivalent

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

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.

Section 6: 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 5.

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

In the case of a retirement please contact the Benefits Team on 01926 412234 or email pensions@warwickshire.gov.uk as soon as you are aware that the member intends to retire.

Please return forms to: pensions@warwickshire.gov.uk

If you require any further assistance in completing this form please do not hesitate to contact Treasury & Pensions on 01926 412682 or email pensions@warwickshire.gov.uk.