

# New Member Form

## Local Government Pension Scheme (LGPS)

Please read the notes on the overleaf before completing this form

### Part A: Personal Details

Surname:	
Title: Mr/Mrs/Miss/Ms/other	Forenames:
Date of birth: (Please attach copy of birth/marriage certificate)	National Insurance Number:
Address:	
	Post Code:

### Part B: Details of Employment

Employer:			
Employment commenced on:		Payroll number:	
Contributions commenced on:		at %:	
National Insurance Contribution Table letter:			
Hours worked per week:	Weeks worked per year including annual leave entitlement:		
The employee is (Please delete as appropriate)	whole-time	part-time	casual (variable-time)
Rate of pay from which contributions will be deducted per week/month/year £:			
If the employee is part-time, please detail for a comparable whole-time employee:			
Hours worked per week:			
Rate of pay from which contributions are deducted per week/month/year £:			
For enquiries contact:			Date:
Certification signature:		Telephone number:	

Completed form to be returned to TOPS Section (Pensions), London Borough of Bexley who will forward to the LPFA

# London Borough of Bexley New Member Form – Notes

PEN 1A (NOTES)

Local Government Pension Scheme membership for an employee of an admission body is subject to the terms and conditions of the admission agreement made between London Borough of Bexley and the body.

## 1. Contributions

All employee contribution rates are dependent on annual pay. For part-time members, the rate will be dependent on their full-time equivalent pay. The contribution rates are:

Pay Range	Contribution Rate
£0 - £12,900	5.5%
>£12,901 - £15,100	5.8%
>£15,101 - £19,400	5.9%
>£19,401 - £32,400	6.5%
>£32,401 - £43,300	6.8%
>£43,301 - £81,100	7.2%
>£81,100	7.5%

## 2. Whole-time/Part-time/ Casual (Variable-time)

**Whole-time Employee** – An employee whose contract of employment provides that he is such a member for the Scheme, or whose contractual hours are not less than the number of contractual hours for a person in that employment on a whole-time basis.

**Part-time Employee** – An employee whose contract of employment provides that he is such an employee or who is neither a whole-time employee nor a variable-time employee.

**Casual (Variable-time) Employee** – An employee whose contract of employment provides that he is such an employee for the Scheme and whose pay is calculated by reference to his duties rather than by hours worked or whose duties only have to be performed on an occasional basis. If you determine that the employment is of a casual nature any employee who wishes to join the Scheme must make an election to do so.

## 3. Rate of Pay

For pension purposes an employee's pay is all the salary, wages, fees and other payments paid to an *active member* for his own use in respect of his employment. It may also include any other payment or benefit specified in his contract of employment as being a pensionable emolument.

However, *pay* **CANNOT** include:

- Payments for non-contractual overtime;
- Any travelling, subsistence or other allowance paid in respect of expenses incurred in relation to the employment;
- Any payment in consideration of loss of holidays; any payment in lieu of notice to terminate his contract of employment;
- Any payment as an inducement not to terminate his employment before the payment is made;
- Any amount treated as the money value to the employee of the provision of a motor vehicle or any amount paid in lieu of such provision, an employee in service prior to 1<sup>st</sup> January 1993 may have retained rights please check with LPFA

Should you have any queries regarding the completion of this form or require any further clarification please contact the LPFA at Dexter House, 2 Royal Mint Court, London EC3N 4LP, phone number 020 7369 6247, website [www.yourpension.org.uk/bexley](http://www.yourpension.org.uk/bexley)