



Brent

LOCAL GOVERNMENT PENSION SCHEME (LGPS) REGULATIONS

Notification Form to opt out of the LGPS

Once you have read the accompanying notes, if you want to opt out of the pension scheme, fill in this form and return it in accordance with the advice given.

Please note: you cannot complete this form before commencing employment or being enrolled in to the LGPS.

Before opting out entirely – have you considered the 50/50 option?

Please complete as appropriate using block capitals

Surname		Title	
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Forename (s)		Date of Birth	
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National Insurance No.		Employer	
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Home Address			
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Post code		Daytime telephone number	
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Email address		@	
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If you hold more than one post with us we will assume you wish to opt out of membership of the LGPS in all of those posts. However, if you wish to opt out of some but not all of these posts, please indicate in the box below the name of the posts from which you wish to opt out of the LGPS membership.

	Job title/Location	Payroll number (if known)
Job 1		
Job 2		
Job 3		
Job 4		

Continued overleaf

Declaration

I declare that by opting out of the Local Government Pension Scheme (LGPS) I am knowingly giving up the opportunity to participate in the LGPS which would provide a guaranteed package of benefits which are backed by pension legislation including:

- **a secure pension** – payable for life that increases with the cost of living including
- **tax free cash** – the option to exchange part of my pension for some tax-free cash at retirement
- **voluntary early retirement** – from age 55, although the benefits payable would be reduced to take into account early payment in all cases if taken before age 60, and in some cases if taken before the scheme's normal retirement age.
- **serious ill-health cover** – if I have to retire due to a serious illness I could receive immediate benefits based on an enhanced period of scheme membership
- **redundancy cover** – with the early payment of unreduced pension benefits if I am made redundant or retired on business efficiency grounds at age 55 or over
- **life cover** – with a minimum lump sum of 3 times my final pay
- **cover for my family upon my death** – including a survivor's pension for my spouse, civil partner or cohabiting partner as well as children's pensions for eligible children
- **re-joining the LGPS** - I understand that I can re-join the LGPS at any time, and that I will be automatically enrolled back into the LGPS on the Automatic re-enrolment dates
- **Re-joining the LGPS** – I understand that if as a result of opting out of the LGPS at this time, I become entitled to a deferred benefit, if I re-join the LGPS at any time, I cannot amalgamate these 2 periods of membership.

Please note: if you opt out within 3 months of joining the LGPS, you will be treated as never having been a member

I have read the above and understand that the choices I make now are important in planning for my retirement. I confirm that I wish to opt out of pension saving in the post(s) I have indicated on this form.

I understand that if I opt out I will **lose the right to pension contributions from my employer.**

I understand that if I opt out I may have a lower income when I retire.

Signature _____

Date _____

For any queries email brent@localpensionspartnership.org.uk or call 01708-952298

January 2019



PAYROLL TO COMPLETE

Contributions refunded by payroll YES / NO

NOTES ON OPTING OUT OF THE LGPS, FOR YOU TO RETAIN

You can only sign and date this opt out form once you have commenced employment in the post from which you wish to opt out of membership of the LGPS. You cannot sign and date the form before then as it will be treated as an invalid opt out.

Who do I return the form to?

If you are employed by Brent Council the completed opt out form should be returned to the payroll team at the following address:

Brent Pensions
Brent Civic Centre
Engineers Way
Wembley
HA9 0FJ

Alternatively, you can return the form via email to pensions@brent.gov.uk

If you are employed by an employer OTHER than Brent Council, the completed form should be returned to your employer for noting and forwarding to the pension administration team and Payroll Section.

If you have another job with another employer, that employer might also enrol you into the pension scheme, now or in the future. This opt out notice only opts you out of LGPS pension scheme in relation to the employer and jobs you have named on this form. A separate opt out notice must be completed and given to any other employer you work for if you wish to opt out of pension saving with that employer as well. You will need to obtain the opt out form for employment with that employer from the pension administrators for the scheme provided by that employer.

Will I receive a refund of my contributions?

If you opt out of the LGPS before completing three months membership, and do not hold any other LGPS benefits, you will be treated as never having been a member and will receive a refund of any contributions deducted from your pay usually through your pay.

If you opt out after 3 months but before 2 years, the pensions team will offer you a refund of the contributions you have paid less statutory deductions in respect of income tax. The deduction of tax is because you received tax relief on those contributions at the time that you paid them. You will also be given details of any other options available to you.

A refund is not payable if you have transferred in any other pension plans or membership, or you are within a year of state pension age.

If you opt out after 2 years, you will be entitled to a deferred pension benefit in the LGPS which, unless you transfer the benefits to another pension scheme, would normally be payable from age state pension age or from age 55 at your choice.

NB If you have opted out of the LGPS following flexible retirement, any contributions paid cannot be refunded.

Will I be able to re-join the scheme?

If you decide to opt out of membership of the LGPS and subsequently change your mind you will be able to re-join the scheme provided you are under age 75 and you remain in an employment that qualifies you for membership of the scheme. You will need to inform your employer if you want to opt back into the scheme and complete a Joiners form.

You should be aware that if as a result of opting out of the LGPS at this time, you become entitled to a deferred benefit, if you re-join the LGPS at any time, you cannot amalgamate these 2 periods of membership and therefore they will stand alone for the date that they become payable

If you change employer your new employer will enrol you into pension saving immediately provided you are under age 75.

Once you have re-joined the LGPS, you will then have the option of either staying in the main section, or you can move to the 50/50 section.

For more information on the 50/50 option, please see the factsheet on the pension website <http://www.yourpension.org.uk/Brent>

If you stay opted out your employer will automatically enrol you back into the LGPS approximately three years from the date they have to comply with the automatic enrolment provisions of the Pensions Act 2008, provided you meet the necessary criteria at that time. You will, however, be entitled at that time to opt out of membership of the scheme one again following re-enrolment.

Purpose for which this form will be used

This form when completed and returned as above will be used to cease your active membership of the LGPS in accordance with your instructions on this form.

The form will be retained as a record of your election to cease membership of the LGPS in the job or jobs that you have indicated on the form

Further information on what you need to consider when opting out of the LGPS can be found on the factsheet **Opting out of the Local Government Pension Scheme in England or Wales** held on the pension website

Disclaimer

These notes are a brief explanation on your rights in the scheme. It reflects the known position at the time of publication. It cannot cover every personal circumstance. This does not provide any contractual or statutory rights and does not override any legislation in the event of any dispute over your pension rights.