

Pensions

Local Government Pension Scheme

P1 – Pension Opt-In Form

PENSION SCHEME CONTRIBUTIONS WILL AUTOMATICALLY BE DEDUCTED FROM YOUR PAY UNLESS YOU INFORM THE PENSIONS SECTION

If you wish to become a member of the Pension Scheme, please complete Part 1. Add your

Employment details in Parts 2 - 4 and return this form as soon as possible to the Pensions Section.

Part 1 - Personal Details

Surname

Title

Forename(s)

Previous Surname

Date of Birth

NI Number

Address

Post Code

Contact Telephone Number

Marital Status:

Married

Widow(er)

Divorced

Single

Part 2 - Employment Details

Post Title

Date Commenced

Post Number

Employing Dept

Place of Work

Part-time Hours

(leave blank if full-time)

Part 3 - Previous Pensionable Employment's

The Local Government Pension Scheme Regulations require the Council to ask newly appointed employees, or existing employees opting into the Scheme, to complete a declaration of previous pensionable employment. Please complete the sections below, giving details of any of your previous employment's where you were a member of your employer's pension scheme.

Name & Address of Employer

Post Title

Name & Address of Employer	Post Title	Date Started	Date Left	*
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

* Please indicate what has happened to the pension rights that you accrued, by adding one of the following:

- A** Payment of the benefits has been deferred until retirement age.
- B** Contributions were refunded.
- C** A pension is in payment.
- D** Pension rights were transferred to another pension scheme.

Part 4 – Personal Pension Schemes

If you have ever contributed to a Personal Pension Scheme - a pension scheme not administered by your employer – please give details in the section below.

Name & Address of the Scheme Administrators	Policy Number(s)	Date Started	Date Left	*
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

* Please indicate what has happened to the pension rights that you accrued, by adding one of the following:

- A** Payment of the benefits has been deferred until retirement age.
- B** Contributions were refunded.
- C** A pension is in payment.
- D** Pension rights were transferred to another pension scheme.

Part 5 – Transferring Pension Rights

If you would like to look into the possibility of transferring any of pension rights that you have already accrued into the Local Government Pension Scheme, please indicate by ticking the appropriate box below.

I wish to look into the possibility of transferring pension rights to the Local Government Pension Scheme

I do not wish to look into the possibility of transferring pension rights to the Local Government Pension Scheme

If you have ticked the first box, we will need your authority to contact your previous pension scheme administrators. Please complete Part 6 of this form.

Part 6 – Authority Form

I,

(Name of previous pension scheme)

give,

my authority to release whatever information is necessary to the Administrators of the Local Government Pension Scheme - Tower Hamlets to enable me to investigate the possibility of transferring my preserved pension rights to the Local Government Pension Scheme.

Part 7 – Enclosures

This form, once completed, should be signed dated and returned to:

London Borough of Tower Hamlets
Pensions Services
Mulberry Place
5 Clove Crescent
London
E14 2BG

together with your original birth and, if appropriate, marriage certificates. You should also enclose copies of any notifications that you may have received from former pension schemes, such as statements or policy documents. This will help us when we are looking into the possibility of transferring benefits.

Part 8 – Declaration

I confirm that the details entered on this form are to the best of my knowledge correct.

Signature

Date