

Pension Services
Guildhall II
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Surrey
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Local Government Pension Scheme Regulations

If you wish to join the Local Government Pension Scheme, please complete the option form below and the previous service details overleaf. If you are an RBK employee (including those working at an RBK school) please return the form to Pension Services. Otherwise please send the form to your HR Department. You will start contributions from the next pay period after the form is received.

You can find more information about the Pension Scheme in the booklets on our web pages, www.kingston.gov.uk/pensions

LOCAL GOVERNMENT PENSION SCHEME

OPTION TO JOIN FORM

I wish to join the Local Government Pension Scheme immediately. I understand that I will start to pay contributions from the next available pay period.	
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Signed	Date
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Your Personal Details

Surname	Title	Marital Status*
First Name(s)		Date of Birth
Job Title	Personal Number	
Employer & Department		

*Please enclose your birth certificate, marriage/civil partnership certificate, decree absolute or dissolution of civil partnership as applicable, photocopies are acceptable. Original certificates will be returned immediately.

LOCAL GOVERNMENT PENSION SCHEME Form A

PREVIOUS PENSION RIGHTS

Pension Services need to know about any previous pension rights you have.

- ❖ If you have not paid into a pension arrangement before, tick this box:
(You won't need to fill in any more but don't forget to sign and date it below)

- ❖ If you have been a member of another pension scheme or arrangement including the Local Government Pension Scheme, you may wish to consider a transfer. If so, Pension Services will request details of the sum available for transfer from your previous pension provider. We will work out, and tell you, what membership this would buy you in the Local Government Pension Scheme (LGPS) with Kingston. You will then have to give your written consent if you wish to proceed with the transfer.

Membership in another local authority pension fund would transfer on a day for day basis. A transfer from a scheme which participates in the "Transfer Club" (all other public sector schemes plus a few others), is also likely to buy membership on a day for day basis. However, if the transfer is from any other pension scheme or arrangement, the membership credit given will depend upon the amount of the transfer value and your pay and age and market factors at the date you join the LGPS.

Previous rights with RBK or another local authority will not be combined automatically;- you need to make an election.

Requests to transfer must be made within 12 months of joining the Scheme.

Please provide the information requested below. Continue on a separate sheet if necessary.

Name of Pension Arrangement and Contact Address (Please give policy number if appropriate)	Dates of Membership		Are you interested in a Transfer?
	From	To	
			Yes/No
			Yes/No
			Yes/No

With any of the above schemes were you...

Paying additional Contributions?	Yes/No	Receiving a Pension?	Yes/No
Entitled to Preserved Benefits?	Yes/No	Paid a Refund of Contributions?	Yes/No

If your answer to any of these questions was yes, please give details below:

If I have requested that Pension Services investigate a transfer of pension rights from another pension scheme or arrangement, please accept this as my authority for the previous scheme/arrangement to supply the relevant information to Pension Services at the Royal Borough of Kingston upon Thames.

<u>Signed</u>	<u>Name</u>	
<u>Pay Number</u> (if known)	<u>Marital Status</u> Single/Married-Civil Partnership/ Partnership dissolved/Partner deceased	<u>Date</u>

LOCAL GOVERNMENT PENSION SCHEME Form B

EXPRESSION OF WISH IN RESPECT OF DEATH GRANT

The Council has complete discretion regarding payment of any Death Grant due from the above Pension Scheme.

However you may wish to make an 'Expression of Wish' by completing the form below indicating to whom you would like the Death Grant paid. By making an Expression of Wish you will:

- ❖ **Help the Council decide to whom the Death Grant should be paid.**
- ❖ **Simplify and speed up the payment process.**
- ❖ **In most cases avoid liability to pay Inheritance Tax on the Death Grant.**

Although the Council will consider any Expression of Wish that you make, it is not bound by it. You can revise your Expression of Wish at any time by completing a further form. The Council will consider only your most recent Expression of Wish.

If the Council has not been able to pay the Death Grant to your nominee(s) within two years of your death, it will be paid to your Estate. This might happen if the Council is unable to contact your nominee(s).

Your Details (Please Print)

Full Name		Pay Number	
I have read and understood the notes above. In the event of my death I wish the following to receive any Death Grant payable under the Local Government Pension Scheme Regulations. If there is more than one nominee please indicate the percentage of the Death Grant for each one. The total should add up to 100%.			
Full Name of Nominee and Current Address	Relationship (if applicable)	Date of Birth	% of Death Grant
Signed		Date	