

**LONDON BOROUGH OF SUTTON &
ROYAL BOROUGH OF KINGSTON UPON THAMES
SHARED PENSIONS SERVICE**



**OPTION TO JOIN THE LOCAL GOVERNMENT
PENSION SCHEME**

Direct Line: 020 8770 5290
Email: skpensions@sutton.gov.uk

If you wish to join the Local Government Pension Scheme, please complete the opt-in form below. Your contributions will start from the next pay period after the form is received.

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.	
Signed:	Date:

Your Personal Details

First Name(s) (Mr/Mrs/Miss/Ms)	
Surname	
Status (Delete as appropriate)	Single / Married / Civil partnership / Cohabiting / Divorced ***
Home Address	
Post Code:	
Home/Mobile Telephone No.	
Email Address:	
National Insurance No.	
Employer	
Current Job/Post Title(s)	

*****Please provide your birth certificate or passport, marriage/civil partnership certificate, decree absolute or dissolution of civil partnership as applicable. Photocopies are acceptable.**

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|--------------------------------|
| 1.
2.
3. |
| Employee Number (see pay slip) |

If your employer uses the Council payroll provided by Agilisys, please scan in and return this form along with supporting documentation by email to

skpensions@sutton.gov.uk

or alternatively post to;

Sutton & Kingston Shared Pension Services
Civic Offices
St. Nicholas Way
Sutton
SM1 1EA

If your employer uses an in-house or external payroll provider, please provide the form to your employer's Finance Department to ensure that you are enrolled into the scheme without delay.

Note for off-payroll employers - please ensure that the pension administration staff receive a completed starter form as soon as the member has been enrolled in the appropriate pension scheme.