

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



**NOTIFICATION OF EMPLOYEE JOINING THE
LOCAL GOVERNMENT PENSION SCHEME -
LG2**

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

School/Employer	
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ALL DETAILS TO BE COMPLETED BY SCHOOL / EMPLOYER

First Name(s) (Mr/Mrs/Miss/Ms)	
Surname	
Marital Status (if known)	
Home Address	
Post Code	
Home/Mobile Telephone No.	
Email Address	
Date of Birth	
National Insurance No.	

Date of Joining Scheme	
Date Employment Started	
Payroll Number	

Is this contract a continuation of a previous post?	Yes	No
If Yes, please delete as appropriate	Temporary contract extended Promotion Opt-In	
No of hours paid/WT hours		
No of weeks paid per year		Total weeks in year 52.____
Type of Contract: Permanent/Temporary/ Fixed Term to		
Job Title		
Annual Full Time Equivalent Rate of Pay @ Joining		
Actual Part Time Salary		
Contribution Band (Rate)		

Signed..... Date.....

Job Title..... Contact No.....

Please scan in and return this form along with any 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