

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



**NOTIFICATION OF EMPLOYEE LEAVING THE
LOCAL GOVERNMENT PENSION SCHEME -
LG3**

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

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

Job title	
Date of leaving	

If part time at date of leaving please give the following information;

No of hours paid/WT hours	/	No of weeks paid per year	/
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Reason for Leaving (Please tick one box only)

Voluntary Resignation		Retirement	
Dismissal		Ill Health Retirement	
Death		Efficiency of the Service	
Redundancy		Flexible retirement	

End of Contract		New employer if known	
Other (Please specify)			

Was the employee ever in the 50/50 Section of the LGPS?	
If so, please provide the dates the employee was in the 50/50 Section (providing a breakdown where the employee was in the 50/50 Section and the Main Scheme in the same financial year).	

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

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

**Please arrange for your payroll provider to complete these details as soon as possible.
Payment of retirement benefits will be delayed until this form has been received.**

Please supply the full time equivalent (FTE) pay rates for the 12 months to date of leaving assuming the final year's pay is the highest. If the FTE pay in either of the two years before the last year is higher, please supply these rates of pay also. In the case of the death of a part time member please also supply the actual part time pensionable pay for the last year.

Effective Date	Basic Pay	London Weighting	Other (Please specify)	Other (Please specify)
If part time at date of leaving please give the following information;				
No of hours paid/WT hours		/	No of weeks paid per year	
Tax Year	Pensionable Pay	Assumed Pensionable Pay (notional maternity, long term sick)	Pension Contributions	Contracted-out earnings* (before 01.04.2016)

*Between lower and upper earnings limit

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