

Important - Read and complete immediately

Local Government Pension Scheme

Member Enrolment Form



Welcome to the Local Government Pension Scheme (LGPS). You have been automatically enrolled in the main section of the Scheme and as a new member it is important that you complete this form so that along with information supplied by your employer we can create a pension record for this employment.

If you are worried that you can't afford to be a member of the main section of the Scheme, remember that the Scheme is flexible and when times are difficult you may opt for the 50/50 section. By choosing to pay half contributions you add just half pension into your account, but you still keep the full value of your life and ill health cover.

For further information about the Scheme and the 50/50 section please see our website www.yourpensionservice.org.uk. If you wish to opt for the 50/50 section please continue to complete this form and also complete the '50/50 Contribution Flexibility Form' available on our website.

Tracking your Pension

Whilst you are a member of the Local Government Pension Scheme your pension pot will grow. You can keep track of your pension pot, work out your likely pension at retirement, and keep us informed of changes in your personal circumstances using our "My Pension Online" Service at www.yourpensionservice.org.uk. You will be able to register for this service shortly after your first pension deduction – it normally takes us 10 working days to set up your pension record for you.

Your Pension Service is committed to electronic communications so that we can provide you with the most efficient service possible. Each year we will publish a Pension Benefit Statement for you on "My Pension Online", and will use your registered email address to notify you when it is available and send you other communications. If you wish to receive a paper benefit statement and opt out of electronic communications please notify us in writing.

Previous Membership Declaration and Transfers In

You have only 12 months from the point you join the Scheme in this post to transfer any previous pension rights. You will not be given the opportunity to transfer after this period unless your scheme employer allows an extension to this 12 month deadline.

It is very important that you give full and accurate information regarding ANY previous pension membership (including Local Government membership), even if you do not wish transfer this service, and even if you have already transferred the pension rights or received a refund of contributions, as this might affect your LGPS entitlement.

Please note, by indicating 'yes' overleaf about transferring your pension rights you are only expressing interest, and no transfer will actually proceed until you have been given further information and you elect to transfer your previous benefits. You should be aware that it may be a while before we receive the necessary information from your previous pension arrangement, therefore it may take a little time before we contact you.

If you require further information please contact our Pension Helpdesk on 0300 323 0260 or email AskPensions@localpensionspartnership.org.uk

A handwritten signature in black ink, appearing to read 'Diane Lister', is located below the contact information.

Diane Lister- Head of Pensions



Member Enrolment Form

Personal/Contact Details

Full Name _____ Title _____

Date of Birth _____ National Ins. No. _____

Pay Reference/Post No(s) _____ Employer _____

Home Address _____

Home/Mobile telephone no _____ Work telephone no. _____

Personal Email Address _____

Your Pension Service is committed to electronic communications so that we can provide you with the most efficient service possible. The email address entered by you above will be used for further communications with you. If you wish to opt out of electronic communications please write to us.

Previous Pension Scheme Membership/Personal Pension Type Policies

If you have ANY previous pension membership please complete the box below, even if you have transferred this membership to another provider or received a refund of your contributions.

Employer/Pension provider name, address and postcode	Job title, policy number or pay reference	Period of employment or date of policy		Do you wish to transfer Yes/No
		From	To	

By proceeding to join the Local Government Pension Scheme you consent that Your Pension Service may process the personal data (including sensitive personal data) that we collect from you and your employer for the purposes of administering the pension scheme and paying pension benefits. This may include passing such data to the actuary, administrators, auditors, insurers, lawyers and such other third parties as may be necessary for the operation of the pension scheme. For the purpose of the Data Protection Act 1998: Lancashire County Council is the data controller Lancashire Fund. Cumbria County Council is the data controller for the Cumbria Fund.

I certify that the particulars provided are correct and I give authority for Your Pension Service to request and obtain the necessary information from the appropriate body in respect of transferring membership or otherwise determining LGPS entitlement. I have viewed on the website the "Full Guide to the Local Government Pension Scheme".

Signature: _____ Date:- _____

Please return this form to: Your Pension Service

YPS Member – Enrolment
Date last updated April 2018