

# LOCAL GOVERNMENT PENSION SCHEME

## BEDFORDSHIRE PENSION FUND



### REQUEST TO JOIN THE SCHEME

**Do not complete this form if you are a new employee and you wish to join the Local Government Pension Scheme (LGPS) as, provided you have a contract of more than three months' duration and are under age 75, pension contributions will be deducted automatically.**

If you have a contract which is for less than three months then you will need to complete this form in order to join the scheme.

If you are an employee who has previously opted out of the scheme and you now wish to join, you will need to complete this form.

If you previously opted out of the LGPS on or after 11 April 2015, you may not be able to combine previous LGPS pension benefits with your new pension account.

This form must be printed off, completed in black or blue ink and signed before sending to:

The Transactions Team, Bedfordshire Pension Fund, Borough Hall, Cauldwell Street, Bedford MK42 9AP

Please tick

EXISTING EMPLOYEES. I am already employed and now wish to join the Local Government Pension Scheme	<input type="checkbox"/>
NEW EMPLOYEES. My contract is for less than three months and I wish to join the Local Government Pension Scheme	<input type="checkbox"/>

Surname	Forename(s)
Mr / Mrs / Ms / Miss / Other _____	National Insurance Number
Address	
Employer and Job Title	
Payroll Number (if known)	Date started this job
Signed	Date

Once this form has been received Bedfordshire Pension Fund will notify your employer that you would like to join the scheme. Your employer will arrange for pension contributions to start being taken from your pay and will send a Pensions Service Record form to Bedfordshire Pension Fund to confirm that you have joined the scheme.

**NOTE:** If you have any previous pension rights, you will need to complete the 'Previous Pension Benefits' form in the starter pack that Bedfordshire Pension Fund will send you once you have joined the scheme. Once the completed form has been received by Bedfordshire Pension Fund you will then be sent further information regarding any transfer of previous pension benefits to the LGPS.

There are alternative options to the LGPS which include Stakeholder pensions. Please seek Independent Financial Advice if you wish to consider any other option.

**If you have any queries about this form please contact Bedfordshire Pension Fund on 01234 228872**

# LOCAL GOVERNMENT PENSION SCHEME 2014

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### INFORMATION FOR EMPLOYEES



YOU HAVE AN IMPORTANT DECISION TO MAKE. PLEASE READ THIS LEAFLET CAREFULLY.

The Local Government Pension Scheme exists for the benefit of local government employees and provides a range of benefits which include:

- a monthly pension at retirement age and an option to exchange some of your annual pension for a lump sum amount
- benefits in the event of retirement due to ill health
- a lump sum if you die before retirement
- widows', widowers', civil partners', eligible cohabiting partners' and children's pensions

**If you are a new employee and have a contract of more than 3 months' duration, you will automatically become a member of the Local Government Pension Scheme. If you do not have a contract of more than 3 months then you will need to opt to join the scheme. There is no lower age limit required to become a member and local government employees up to age 75 can join.**

#### **About the Scheme**

The scheme is administered by Bedford Borough Council under the Local Government Pension Scheme regulations. Contributions are deducted from your pay. You will pay between 5.5% and 12.5% of your pay. Your contribution rate is decided by how much you are paid. The higher your pay, the higher your contribution rate will be. Tax payers will benefit by paying less tax.

Your employer pays a sum sufficient to maintain the pension fund at a level to meet all benefits plus the cost of pensions increases and a guarantee that it will always be paid.

#### **Benefits of the Scheme**

For each year that you are in the scheme, a pension equal to a 49th of your pensionable pay in that year will be added to your pension account. Inflation increases will be added to ensure that your pension account keeps up with the cost of living.

When you retire you will have the option to exchange some of the annual pension for a lump sum amount. After your pension has gone into payment it will still be protected against inflation and will increase in line with cost of living increases.

The scheme has additional benefits such as a lump sum death grant of three times actual pensionable pay if a member dies in service and ill health retirement pensions where the level of benefits paid is dependent on the nature of the ill health and whether the member is likely to return to employment at some point before retirement age.

Members' families are also protected. A widow, widower, eligible cohabiting partner or civil partner will receive a pension. There is also protection for dependent children.

#### **If you leave the Scheme**

If your service is less than two years it may be possible to have a refund of your contributions, subject to a deduction of a 20% pension fund tax and a state scheme premium. However, a refund cannot be paid if you have any other previous pensionable service with another local authority or scheduled body.

If your service is two years or more, your benefits will be preserved in the Local Government Pension Scheme until retirement age.

Regardless of your length of service you have the option to transfer your benefits to another local authority scheme, occupational pension scheme, personal pension scheme or stakeholder scheme. However, if you opt out of the LGPS and are not entitled to a refund of contributions and you subsequently re-join the scheme (either by opting in or being put back into the scheme by your employer under Auto Enrolment rules or by joining the scheme in respect of a new employment) you will not have the option to combine your pension accounts.

**If you would like more information phone Bedfordshire Pension Fund on (01234) 228872**