

Please return **IMMEDIATELY** a member of the LGPS ceases employment or membership to: Worcestershire Pension Fund, County Hall, Spetchley Road, Worcester WR5 2NP pensions@worcestershire.gov.uk

Employer			
Employee name		N.I. number	
Address		Date of birth	
Postcode		Pay number	
Job title		Leaving date	

REASON FOR LEAVING LGPS. Please complete all relevant sections

Voluntary resignation	<input type="checkbox"/>	Dismissal	<input type="checkbox"/>	Other	
Opt out	<input type="checkbox"/>	Attach opt out form	<input type="checkbox"/>	Refund paid through payroll?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Transfer	<input type="checkbox"/>	Name of new employer			TUPE?
Ill health	<input type="checkbox"/>	Attach ill health certificate in all cases	Tier: 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/>		
Flexible retirement	<input type="checkbox"/>	Reductions waived	Yes <input type="checkbox"/> No <input type="checkbox"/>		
Age 60+	<input type="checkbox"/>	Reductions waived	Pre 2014 (compassionate) <input type="checkbox"/> Post 2014 <input type="checkbox"/> No <input type="checkbox"/>		
Age 55 – 59 (request for immediate payment of benefits)	<input type="checkbox"/>	Reductions waived	Pre protected date (compassionate) <input type="checkbox"/> Post protected date <input type="checkbox"/> No <input type="checkbox"/>		
		Rule of 85	On <input type="checkbox"/> Off <input type="checkbox"/>		
Redundancy	<input type="checkbox"/>	Efficiency	<input type="checkbox"/>	Additional pension benefits (APB)	Yes <input type="checkbox"/> No <input type="checkbox"/>
Death in service	<input type="checkbox"/>	Enclose details of next of kin if available.			
Authorised by (name):				Signature:	
Telephone/email:				Date:	

NOTE: By authorising a redundancy / efficiency / reductions waived retirement, you must already have been provided with an estimate and are agreeing to pay the relevant costs on that estimate.

PLEASE COMPLETE ALL SECTIONS (1 – 4) OVERLEAF

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Section 1 – Pension contributions and contracted-out earnings for under 2 year leavers		
Current LGPS year:	Pension contributions £	Contracted-out earnings to 05/04/16 £
Previous LGPS year:	£	£

Section 2 – Confirmation of current hours and TTF plus any changes in final year			
Date:	Previous hours:	Current hours:	Term-time factor % if applicable

Section 3 – Final year's pay: Full-time equivalent (FTE) pensionable pay			
Has the member had a reduction in FTE pay during the last 3 years e.g. cessation of "acting-up"? If yes, please provide previous 3 final year's pay figures.		REASON:	
Has the member had a reduction in FTE pay during the last 10 years? If yes, please provide 13 years' pay ending 31 March.		REASON:	

BREAKDOWN OF CALCULATION FOR FINAL YEAR'S PAY:			
Dates of pay rate changes during final year	Days and months (e.g. 29/31 + 2)	Full-time equivalent (FTE) annual pay rates Reduced by term-time %	Pay at each rate
		SUB TOTAL:	
PLUS PENSIONABLE ALLOWANCES. Please do not include any allowance that was not pensionable before 01/04/2014 e.g. non-contractual overtime. Please confirm what the allowances relate to, e.g. overtime or shift work.			£ in respect of:
TOTAL FINAL YEAR'S PAY:			

Section 4 - CARE PAY - Please use assumed pensionable pay (APP) for reduced or nil pay due to sickness or maternity, see the HR and Payroll guides at: http://www.lgpsregs.org/resources/guidesetc.php	
APP is included <input type="checkbox"/>	APP is not included <input type="checkbox"/>

ACTUAL pensionable pay from 1st April to the Leaving Date

MAIN SECTION:	£	50/50 SECTION:	£
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ACTUAL pensionable pay for previous year – 1st April to 31st March

MAIN SECTION:	£	50/50 SECTION:	£
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