

Local Government Pension Scheme
Option to Join / Rejoin Main Section

OPTIN

This form should only be completed if:

- Your employer has given you the option to join the LGPS but has not brought you in automatically.
- You chose not to join the Scheme when given the first opportunity.
- You have previously opted out of the Scheme.
- You are currently a member of the 50/50 Section.

Once you have completed this form it must be forwarded to your Employer.

Section 1 Your Personal Details (Please use BLOCK CAPITALS)

Surname: _____ Title: _____

Forenames: _____ Previous Surname(s): _____

Address: _____

Post Code: _____ Date of Birth: _____

Home Email Address: _____ National Insurance No: _____

Home Phone No: _____ Work Phone No: _____

Employer: _____ Payroll No (if known): _____

Job Title: _____ Work Base: _____

Section 2 Partnership Status

Single Married Registered Civil Partnership Cohabiting Partner (Unmarried) Divorced Widow/er

Section 3 Declaration

(Please tick as appropriate)

I am currently not a member and understand that once I sign and return this form to my Employer, I will become a member of the Local Government Pension Scheme Main Section from the next available pay period.

I am currently a member of the Local Government Pension Scheme 50/50 Section and understand that once I sign and return this form to my Employer, I will become a member of the Local Government Pension Scheme Main Section from the next available pay period.

Signed: _____ Date: _____

The information which is collected on this form will be held and processed in line with the Data Protection Act. The information will be shared between Cambridgeshire and Northamptonshire County Councils for the purposes of pension administration.

This information can be made available in other languages and formats upon request such as Braille, large print and audio cassette. Please phone (01604) 366537 for further information.

Local Government Pension Scheme
Option to Join / Rejoin Option to Join / Rejoin Main Section Notes
Frequently Asked Questions

I am not currently a member of the Local Government Pension Scheme (LGPS), what do I need to do before completing the 'Option to Join / Rejoin Main Section' form (OPTIN)?

If you have not already done so, confirm with your Employer that you are eligible to join the LGPS and then read all the information that is provided on our website at either:

Cambridgeshire Pension Fund - <http://pensions.cambridgeshire.gov.uk/index.php/thinking-of-joining-2/>

Northamptonshire Pension Fund - <http://pensions.northamptonshire.gov.uk/index.php/thinking-of-joining-2/>

What do I need to do after I have fully completed the 'Option to Join / Rejoin Main Scheme' form (OPTIN)?

Send the form to your Employer's payroll department/provider.

I am not currently a member of the LGPS, what happens after I have sent the 'Option to Join / Rejoin Main Scheme' form (OPTIN) to my Employer?

Your Employer will determine whether you are eligible to join the LGPS:

- If you are not eligible to join the LGPS they will contact you and explain the reason why.
- If you are eligible to join, they will contact you to confirm the date you became/will become a member of the LGPS and the contribution rate that has been/will be deducted. They will also inform LGSS Pensions Service that you have opted in and confirm your employment details.

I am currently a member of the LGPS 50/50 Section, what happens after I have sent the 'Option to Join / Rejoin Main Scheme' form to my Employer?

Your employer will place you in the LGPS Main Section from the beginning of the next available pay period.

I am not currently a member of the LGPS; can I join the 50/50 section?

You cannot elect for the 50/50 Section before you opt into the Main Section.

Once you have been brought into the Main Section, you can then opt for the 50/50 Section. Further information on the 50/50 Section can be found on our website at either:

Cambridgeshire Pension Fund – <http://pensions.cambridgeshire.gov.uk/index.php/current-scheme-members/>

Northamptonshire Pension Fund - <http://pensions.northamptonshire.gov.uk/index.php/current-scheme-members/>

What do I need to do after receiving confirmation of eligibility to join the LGPS from my Employer?

- Make sure that you have fully reviewed all the information that is provided on our website at either:

Cambridgeshire Pension Fund - <http://pensions.cambridgeshire.gov.uk/>

Northamptonshire Pension Fund - <http://pensions.northamptonshire.gov.uk/>

Then take any actions appropriate to your circumstances and wishes. In particular:

- Transfers from the LGPS in England and Wales may be automatic, depending on the benefits you have with your previous LGPS Pension Fund. If you have previous LGPS benefits in England and Wales you **must** complete the 'Membership Information' form.
- Transfers into the LGPS from any workplace pension outside the LGPS in England and Wales any personal pension arrangement and the LGPS in Scotland and Northern Ireland are not automatic and you must elect to transfer any previous pension rights within the first 12 months of joining the LGPS. If you wish to request a transfer from your previous pension scheme(s), you will need to complete the 'Transfer in Pack'.

- If you die before you retire and even sometimes on pension we may pay a one-off lump sum death grant. You can nominate who you would like this to go to, by completing a 'Death Grant – Expression of Wish' form.
 - As a member of the LGPS you can choose to increase your benefits by paying Additional Pension Contributions (APCS) or in-house Additional Voluntary Contributions (AVCs).
- Check your next pay advice to confirm that your Employer's payroll department/provider has started deducting pension contributions at the correct rate. If there are any problems, you should contact your Employer.

What can I expect from LGSS Pensions Service?

Once confirmation is received from your Employer that you have become a member of the Local Government Pension Scheme, LGSS Pensions Service will issue you with a 'Welcome' letter.

If you haven't received this within 4 months of your opt in date contact LGSS Pensions Services:

Telephone Number – 01604 366537
Email Address – pensions@northamptonshire.gov.uk