



LGSS Pensions Service – administering pensions on behalf
of Northamptonshire Fire and Rescue Service.

New Firefighters' Pension Scheme

Transfer In Pack

To transfer in rights from:

- Any workplace pension outside the New Firefighters' Pension Scheme.
- Any personal pension arrangement

Welcome

We have produced this guide to help you decide if you want to transfer a previous pension into the New Firefighters' Pension Scheme (NFPS).

The ability to transfer other benefits into the NFPS is a key benefit provided to you.

You need to take appropriate urgent action to decide whether a transfer is the best way to protect both your pension benefits and the potential benefits for your family.

If you want further information you can find it as follows:

By Telephone

Our general enquiries
telephone number is: (01604) 236537

By Email

Our general enquiries Email
address is: pensions@northamptonshire.gov.uk

By Post

Our postal address is: LGSS Pensions Service
PO Box 202
John Dryden House
8-10 The Lakes
Northampton
NN4 7DY

Via the Internet

<http://pensions.northamptonshire.gov.uk/index.php/firefighters-pension-scheme/northamptonshire-firefighters/>

Throughout this document we refer you to the internet for forms and information. If you do not have access to the internet you can contact us via one of the means above and forms and information will be sent to you.

Understanding the Transfer In Process Frequently Asked Questions

Why the urgency?

Two reasons:

- To guarantee having the choice you must be in a position to make the decision to transfer pension rights from a previous pension scheme within 12 months of entering the NFPS with Northamptonshire Fire & Rescue Service.
- The Service Credit you get from a transfer depends on the date money is received. There are a number of dates which if they pass will reduce your service credit. These include your birthday, a change in relationship status and the anniversary of you starting your job.

Why can I not simply say I want to transfer no matter what?

A transfer buys you a period of membership in the NFPS. You will not be able to decide whether a transfer is the best option, until you have all the relevant facts and figures, to enable you to make a comparison between your former pension scheme and the NFPS. The best time to make your decision is when we tell you how much additional membership you would get. This will then allow you to make an informed decision.

What can I expect from LGSS Pensions Service throughout this process?

- No unnecessary technical terms or jargon in correspondence will be used.
- Clear guidance on what you need to do will be given.
- We will tell you what to expect next and by when.
- We will return incomplete forms to you.
- We will always tell you where delays occur in providing information and tell what action you can take.

What is expected of me throughout this process?

- To provide any information this is requested in FULL and by the date requested.
- To make a decision on whether or not to transfer.

Can I transfer pension rights from more than one scheme?

You can transfer service from more than one previous scheme. You will need to complete separate forms for each transfer. Please download or photocopy as many forms as you need.

Where do I return the completed form?

Return the completed form to LGSS Pensions Service, PO Box 202, John Dryden House, 8-10 The Lakes, Northampton, NN4 7YD.

By submitting the completed form, does this commit me to transferring my previous pension rights into the NFPS?

Submitting a completed form does not commit you to transferring your previous pension rights into the NFPS. You are only committed once you sign and return the options form LGSS Pensions Service will send to you, after we have received the transfer value quote from your previous pension provider.

What happens after LGSS Pensions Service receives all the information from my previous pension provider?

LGSS Pensions Service will use the information supplied by your previous pension arrangement to produce a quotation that will be sent to you for consideration. The quotation will be an offer of a service credit (expressed in years and days) that the transfer value will purchase in the NFPS. It will be up to you to decide whether or not to accept the service credit offered. If you decide to go

ahead, the transferred in service will be added to the service you get from membership in the NFPS and the combined total will be used in the calculation of your pension benefits.

Is a transfer of previous pension rights always allowed?

No. A transfer is not allowed if:

- The amount of the transfer is not sufficient to cover the benefits they are required to provide.
- The transferring scheme asks for a guarantee that the NFPS cannot provide.
- The 12 month time limit has passed and Northamptonshire Fire and Rescue Service has not allowed a later decision to be made.
- The transfer is as a result of a pension credit that has resulted from a Pension Sharing Order following divorce or dissolution of a civil partnership.

How do I decide whether to transfer or not?

You need to be sure that you know what the benefits provided by your previous scheme are and then compare these with the benefits that will be provided by the NFPS. If you have questions about the benefits provided by your previous scheme you must ask them.

When considering the benefits of the NFPS you should take into account that the NFPS is a final salary pension scheme. This means that the figures for the value of your pension benefits we quote are based on your current salary. If your pay rises the benefits will increase in line with the pay rise. It is for you to judge whether this increase will be higher than the rate that your benefits will increase in your previous scheme.

You also need to make sure that you understand any costs of transferring – some pension arrangements have early redemption penalties.

In the end you need to:

- Look at your personal circumstances and decide what is most likely to happen to you:
- Decide what is most important to you.

How do I get advice on whether to transfer?

Any decisions about your pension are an important financial decision. We always advise that you seek independent financial advice before making important financial decisions. You can use your local phone book or type 'independent financial services' into any web browser to source advice.

The site <http://www.unbiased.co.uk/questions-ask-ifa> has some useful questions to ask an advisor before employing them.

The Consumer Financial Education Body was established by the Finance Services Authority and their website, www.moneyadvice.org.uk, has information on a wide range of topics including getting financial advice. They can also be contacted by telephone on 0300 500 5000.



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New Firefighters’ Pension Scheme (NFPS) Transfer of Previous Pension Rights

Please complete in BLOCK CAPITALS and then forward the form to LGSS Pensions Service, PO Box 202, John Dryden House, 8-10 The Lakes, Northampton, NN4 7YD.

Section 1 Personal Details

Surname: _____ Title: _____

Forenames: _____ Previous Surname(s): _____

Address: _____

Post Code: _____ Date of Birth: _____

Home Email Address: _____ National Insurance Number: _____

Home Phone No: _____ Work Phone No: _____

Section 2 Partnership Status

Single Married Registered Civil Partnership Nominated Cohabiting Partner * Divorced Widow/er

* If you have selected Nominated Cohabiting Partner, in order to validate this you must ensure that this is registered with Northamptonshire Fire and Rescue Service. The relevant form can be obtained directly from LGSS Pensions Service or can be downloaded from <http://pensions.northamptonshire.gov.uk/index.php/firefighters-pension-scheme/northamptonshire-firefighters/>.

Section 3 Scheme Details

Name the Scheme: _____

Scheme administrator name and address: _____

I was a member of the Scheme from: _____ / _____ / _____ to: _____ / _____ / _____

My Pension Plan / Policy Number in the Scheme was: _____

Rank and Service Number (if HM Forces): _____

I joined the NFPS on: _____ / _____ / _____

Section 4 Declaration

- I request that, where possible, transfer enquiries are made in respect of the above pension rights.
- I authorise the administrators of my previous Scheme to disclose the required information to LGSS Pensions Service, PO Box 202, 8-10 The Lakes, Northamptonshire, NN4 7YD.

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 County Council, Northamptonshire County Council and Northamptonshire Fire and Rescue Service for the purposes of pensions 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.