

FALKIRK COUNCIL PENSION FUND LOCAL GOVERNMENT PENSION SCHEME OPTING OUT FORM

WHAT YOU NEED TO KNOW

- The Local Government Pension Scheme (LGPS) allows you to save while you are working so that you can enjoy a pension once you retire.
- Your employer cannot ask you or force you to opt out. If you are asked or forced to opt out you can tell The Pensions Regulator - see www.thepensionsregulator.gov.uk.
- Equally, no one can force you to remain a member of the LGPS but, if you elect not to be a member, you should understand the implications both for yourself and your dependants.
- If you decide to opt out of the LGPS and subsequently change your mind you may be able to opt back in provided you satisfy the entry requirements. Contact your employer if you want to do this.
- If you stay opted out, your employer may have to put you back into the LGPS under the terms of the Pensions Act 2008 either if your employment circumstances change or at your employer's next auto re-enrolment date. You will, however, again be entitled at that time to opt out of membership of the scheme.
- If you change jobs, your new employer will normally provide some form of pension saving for you.
- This opt out notice only opts you out of the job/post you indicate overleaf. If you hold more than one job/post with your employer and you wish to opt out from one or more of these job/posts, you need to complete a separate form for each job/post. **However**, if you hold more than one job/post with your employer and that employer treats your multiple jobs as one single employment relationship for the purposes of the Pensions Act 2008 then, if you opt out of the scheme in any of these jobs, your employer may treat you as having opted out in your remaining jobs. You should speak with your employer if you have any concerns regarding this aspect of opting out.
- If you opt out of the LGPS **before completing 3 months membership**, you will be treated as never having been a member and will receive a refund of contributions **from your employer**.
- If you opt out of the LGPS **after completing 3 months but before 2 years membership**, you may be able to take a refund of your contributions provided you have not transferred rights into the LGPS or you already have a deferred benefit. A tax charge (fixed at 20%) will be applied to your refund. It should be noted that this tax is not an income tax. Please indicate in the space provided overleaf whether or not you wish a refund of your contributions.
- If you opt out of the LGPS **after completing 2 years membership**, or you transferred service into the LGPS or you already have a deferred benefit, you will be awarded a deferred benefit which, unless you transfer the benefits to another pension scheme, would normally be payable from State Pension Age (or if you choose, from age 55 with a penalty provided you are no longer employed in this post).

IMPORTANT – YOU MUST NOTE

You can only sign and date this opt out form after you have been entered into the LGPS in the post from which you wish to opt out of membership of the LGPS.

You cannot sign and date the form before then as it will be treated as an invalid opt out.

This form, once completed **must be returned to your employer's Payroll Section or Human Resource department**, where it will be used to cease your active membership of the LGPS as per your instructions on this form. The form will be retained by your employer as a record of your election to cease membership of the LGPS in the job/post you indicate overleaf.

Please read carefully before completing

I declare that I am opting out of the Local Government Pension Scheme (LGPS) and that by opting out, I am knowingly giving up the opportunity to participate in the LGPS. I am aware that the LGPS provides a guaranteed package of benefits, which is backed by law including:

- **a secure pension** – payable for life that increases with the cost of living
- **tax free cash** – the option to exchange part of my pension for some tax-free cash at retirement
- **life cover** – with a lump sum of three times my final pay if I die in service
- **voluntary early retirement** – from age 55 (even though the scheme’s normal pension age is State Pension Age). Benefits drawn before normal pension age may be reduced for early payment.
- **serious ill-health cover** – if I have to retire due to a serious illness I could receive immediate benefits including an enhancement to my pension.
- **redundancy cover** – with the early payment of pension benefits if I am made redundant or retired on business efficiency grounds at 55 or over (aged 50 or over if you were paying into the LGPS on 5 April 2006)
- **cover for my family upon my death** – including a survivor’s pension for my husband, wife, civil partner or nominated cohabiting partner as well as children’s pensions

I have read the above and overleaf, and understand that the choices I make now are important in planning for my retirement. I confirm that I wish to opt out of pension saving in the job/post as indicated on this form.

I understand that if I opt out I will **lose the right to pension contributions from my employer** and that I may have a lower income when I retire.

Name:
(Block Capitals Please)

Date of Birth:	National Insurance No:	
Employer:	Post/Job Title:	
Payroll No.:	If possible, I want a refund of the pension contributions paid by me.	Yes / No * *delete as appropriate
Signed by Employee:	Dated:	

Bank/Building Society Details (These must be provided if a refund is requested)

Name of account holder:

Bank/Building Society Name and Address and Post Code:

Sort Code: - -

Account Number:

Building Society Roll Number:

Signed by Employee: _____ Dated: _____
Please forward to your employer for completion of section below

For completion by Employer’s Payroll Section/HR Department (After completion, please return a copy to Pensions Section in a secure manner in line with the signed GDPR MOU)	Tick One Box Please
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Opted out on joining or within 3 months of joining the LGPS – Refund by payroll (if contributions taken)	
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Opted out 3 months or more after joining the LGPS – complete and attach form S10	
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Job/Post ID of above post:	Pension Ref.: (If Known)
Completed by: (Block Capitals Please)	Position:
Signed:	Dated:

The information provided on this form is shared with Falkirk Council so that your rights under the Local Government Pension Scheme can be properly administered. From time to time, Falkirk Council may need to share your information with other bodies, but it will only do so where this is consistent with its statutory duty to administer your rights. Further details are provided in the Pension Fund’s Privacy Notice which can be found at www.falkirkpensionfund.org.