

Opting out form

Opting out of the Local Government Pension Scheme in England and Wales

If you want to opt out of pension saving, fill in this form and give it to your employer.

Local Government Pension Scheme Regulations 2013 & Local Government Pension Scheme (Transitional Provisions, Savings & Amendment) Regulations 2014)

Background

The Local Government Pension Scheme (LGPS) allows you to save while you're working in order to enjoy a pension once you retire. It's one of the best occupational pension schemes in the UK. The LGPS is provided by your employer who meets a large part of the cost of providing the excellent range of secure benefits, so it's a valuable and important part of your employment package.

You may be thinking of opting out of the LGPS for a variety of reasons. Whatever the reason, it is worth taking some time to look at the benefits you'd be giving up. A brief summary of these is included in the 'Declaration' section of this form.

Opting out won't save you as much in take home pay as you may think. In most cases, you'll pay more tax if you opt out of the LGPS. A basic rate tax payer paying pension contributions of £100 a month will pay £20 more tax if they opt out.

More information

If you want to know more about the costs and benefits of being a member of the LGPS you can take a look at www.eapf.org.uk

You can also contact the administrators of the EAPF in writing at Capita, 11b Lingfield Point, Darlington, DL1 1AX. You can also call **0800 1216593** or email info@eapf.org.uk

Making your decision

Whatever your reasons for considering opting out of the scheme, we ask that you give this matter careful consideration before making a final decision. You may wish to take financial advice before making a decision to opt out. If you're opting out of the LGPS due to advice you've received you should ask for this advice in writing.

Please note: You cannot complete this form until after you've started employment or joined the LGPS

Your employer cannot ask you or force you to opt out. If you're 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 scheme but, if you elect not to be a member, you should understand the implications both for you and your dependants.

If you still want to opt out please read the notes on page 4 carefully before you complete this form.

Your Personal Details

Please complete this form in black ink.

First name(s):			
Surname:			
Title: Mr, Mrs Miss, Ms, Mx, other (please specify):			
Home address:			
			Post code:
National Insurance number:			
Date of birth:			
Scheme employer's name:			
Name of post (or posts) from which you wish to opt out of membership of the LGPS: -			
Job Title – Post 1			
Payroll/Employee number for that job (if known)			
Job Title – Post 2			
Payroll/Employee number for that job (if known)			
Job Title – Post 3			
Payroll/Employee number for that job (if known)			
Please select below reason(s) for opting out of the Local Government Pension Scheme. Please note, all information collected on this form will be kept confidential by your scheme employer:			
Financial pressure	<input type="checkbox"/>	Intend to join but not yet	<input type="checkbox"/>
Taken Flexible retirement	<input type="checkbox"/>	Happy with alternative pension arrangements	<input type="checkbox"/>
About to leave employment	<input type="checkbox"/>	Financial - Repaying Student Loan	<input type="checkbox"/>
Other (Please give brief details) <input type="checkbox"/>			

Declaration

I declare that by opting out of the Local Government Pension Scheme (LGPS) I am knowingly giving up the opportunity to participate in the LGPS which would provide a guaranteed package of benefits which are backed by law including: -

- **A secure pension** - payable for life which increases with the cost of living
- **Tax free cash** - the option to exchange part of my pension for tax free cash at retirement
- **Voluntary early retirement** – from age 55
- **Ill health cover** – if I have to retire due to a serious illness, I could receive immediate benefits based on an enhanced period of scheme membership
- **Redundancy cover** – with the early payment of benefits if I am made redundant or retired on business efficiency grounds aged 55 or over providing I have more than 2 years membership.
- **Life cover** – with a lump sum of 3 times my pensionable pay if I die in service
- **Cover for my family upon my death** – including a survivor's pension for my husband/wife (both opposite and same-sex marriages), civil partner or cohabiting partner, as well as children's pensions

I've read the above 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(s) in the post (s) I have indicated on this form.

I understand that if I opt out I will lose the right to pension contributions from my employer.

Signed:

Dated (must be after the date you've joined LGPS):

FOR COMPLETION BY EMPLOYER

Date received:	
Date actioned / last date contributions deducted:	
Were contributions refunded through payroll:	YES / NO
Signed:	
Designation:	
Date:	

Notes

1. General Data Protection Regulation (GDPR)

The Environment Agency Pension Fund (EAPF) is a Data Controller under the General Data Protection Regulations. This means we store, hold and manage your personal data in line with statutory requirements to enable us to provide you with pension administration services. To enable us to carry out our statutory duty, we are required to share your information with certain bodies, but will only do so in limited circumstances. For more information about how we hold your data, who we share it with and what rights you have to request information from the Fund, please visit www.eapf.org.uk/privacy-policy

2. You can only sign and date this opt out form once you've started employment 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.

3. Please return your completed form to your respective employer below.

Environment Agency employees:

Please submit the completed form to SSCL via a 'service request' (SR) in SOP using the category 'ENV Pension Administration' and problem type 'Pension Administration Form'. Or you can also post your form to:

Shared Services Connected Limited
HR Services
Moorside
Monks Cross Drive
Huntington
York
YO32 9GZ

Natural Resources Wales (NRW) employees:

People Services
Maes Y Ffynnon
Penrhosgarnedd
Bangor
LL57 2DW

Steria employees:

HR Helpdesk
420 Thames Valley Park
Reading
Berkshire
RG6 1PU

4. If you've another job with another employer, that employer might also put you into pension saving, now or in the future.

This opt out notice only opts you out of LGPS pension saving in relation to the Employer and jobs you've named on this form. A separate opt out notice must be filled out and given to any other employer you work for if you wish to opt out of pension saving with that employer as well. You'll need to obtain the equivalent opt out form for an employment with that employer from the pension administrators for the scheme provided by that employer.

5. **If you opt out of the LGPS:**

- **Before completing 3 months membership** – you'll be treated as never having been a member, and your employer will provide you with a refund of any contributions deducted from your pay
 - **After 3 months, but before achieving a qualifying period of 2 years** – you'll be entitled to refund of contributions paid to you by the EAPF, providing you don't have any other service in the LGPS in another fund in England and Wales. If you do have any other LGPS membership and you claim a refund your previous LGPS membership will be extinguished unless your total LGPS membership is less than 2 years, and you're entitled to a refund of your other LGPS membership (if this is the case, you must liaise with both pension funds to ensure both refunds are paid on the same day.)... If your qualifying service includes service prior to 1 April 2014, you may be eligible to elect for a deferred benefit in the Scheme. Capita will provide you with the relevant options upon receipt of this form.
 - **Having achieved a qualifying period of 2 years** – you'll be entitled to a deferred benefit in the LGPS which, unless you transfer the benefits to another pension scheme, would normally be payable from your normal pension age. If you later re-join the LGPS, you won't be able to combine this membership with your new LGPS membership.
6. If you decide to opt out of membership of the LGPS and subsequently change your mind, you'll be able to rejoin the scheme provided you're under age 75 and you remain in an employment that qualifies you for membership of the scheme. You'll need to write to your Employer if you want to opt back into the scheme.
7. If you stay opted out, provided you meet the definition of an eligible job holder, your Employer will automatically put you back into the LGPS approximately 3 years from the date they have to comply with the automatic enrolment provisions of the Pensions Act 2008 and every 3 years thereafter. Though, you may thereafter elect to opt out of membership of the scheme.
8. If you change employer, your new employer will normally put you back into pension saving straight away.