

Re-joining the Main Section form

Local Government Pension Scheme Regulations 2013

Employer name:			
<p><b>Complete this form if you wish to leave the 50:50 Section of the Scheme and move to the Main Section of the Scheme.</b></p> <p>Please read the notes overleaf before completing and returning your form.</p>			
Title: Dr/Mr/Mrs/Miss/Ms	Name:		
Former name(s):			
Date of birth:		NI Number:	
Home address:			
Preferred email address:			
Telephone number:			
<p><b>Your employment details</b></p> <p>Please provide details below of the job(s) you hold with your employer in which you wish to elect to re-join the Main Section.</p> <p>If you've more than one job in which you're in the 50:50 Section you can opt to re-join the Main Section in one, some or all of the jobs. You should only provide details below of the job(s) in which you wish to elect to re-join the Main Section. If you wish to re-join the Main Section in more than 2 jobs you'll need to complete and return an additional form. If you hold jobs in the LGPS with different employers you'll need to complete and return a separate form to each employer.</p>			
	<b>Job title/location</b>	<b>Payroll number (if known)</b>	
Job 1			
Job 2			
<p><b>Declaration:</b></p> <ol style="list-style-type: none"> <li>I've read and understood the notes overleaf.</li> <li>I confirm that I wish to move to the Main Section in the job(s) I've indicated on this form.</li> <li>I understand that I will cease to pay half rate pension contributions in that job and that my contribution rate for that job will increase to my normal full rate.</li> <li>I understand that during the period I'm in the Main Section in that job, I'll be building up my normal pension in that post.</li> <li>I'm aware that at any time whilst I'm eligible for membership of the LGPS I can choose to opt back into the 50:50 Section of the LGPS by making an election to my employer.</li> </ol>			
<p><b>Once signed, this form should be sent to your employer's HR section – see page 2</b></p>			
Signed: _____		Date: _____	

For HR/Payroll use	
Action	Date
Form received by Employer/HR/Payroll:	
Notification sent to payroll / actioned:	
Notification of move to Main Section issued to the Fund: Yes / No      If yes, enter date sent:	
<b>Date rejoined Main Section:</b>	<b>Main Section contribution rate:</b> %
<b>Authorised Signature:</b> _____	<b>Date:</b> _____

**Please return all forms to your respective employer below.**

**Existing 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'.

**Environment Agency external new starters or employees who don't have access to EA systems:**

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

Alternatively, you can email your completed form to: [ea\\_AskHR@sscl.gse.gov.uk](mailto:ea_AskHR@sscl.gse.gov.uk)

**Steria employees:**

HR Helpdesk  
420 Thames Valley Park  
Reading  
Berkshire  
RG6 1PU

**Natural Resources Wales (NRW) employees:**

People Services  
Maes Y Ffynnon  
Penrhosgarnedd  
Bangor  
LL57 2DW

It's important that you fully complete this form. If it's incomplete, or you do not provide sufficient detail for your employer to identify the job(s) in which you wish to re-join the Main Section, the form will not be accepted as a valid request and will be returned to you for clarification.

**Purpose for which this form will be used**

This form once completed and returned to your employer's Human Resource department, will be used to stop your active membership of the 50:50 Section of the Local Government Pension Scheme, and start deductions of your normal, full, pension contributions as per your instructions on this form. The form will be retained as a record of your election to re-join the Main Section of the Local Government Pension Scheme or, if you hold more than one job with us, as a record of your election to re-join the Main Section in the job or jobs you've indicated on the form.

## Notes

### Please read before completing the Re-joining the Main Section Form

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](http://www.eapf.org.uk/privacy-policy)
  
2. **How does the Main Section work?**
  - a) There are two sections in the LGPS from 1 April 2014 – the Main Section and the 50:50 Section. The Main Section is where you pay normal contributions and get your normal pension build up. In the 50:50 Section you pay half your normal contributions and build up half your normal pension during the period you're in that section. Regardless of which section you're in you get full life assurance cover, full ill health cover and full survivor benefits in the event of your death.
  
  - b) You can elect to move from the 50:50 Section to the Main Section at any time. An election to re-join the Main Section must be made in writing to your employer. This form can be used as your election. You'll be moved to the Main Section from the next available pay period after your employer receives your signed election.
  
  - c) If you've more than one job in which you're contributing to the 50:50 Section you can elect to re-join the Main Section in one, some or all those jobs.
  
  - d) If you're in the LGPS with more than one employer, a separate election form must be completed and returned to each employer where you wish to re-join the Main Section.
  
3. **How long can I remain in the Main Section?**
  - a) You can remain in the Main Section for as long as you're in employment that qualifies you for membership of the scheme and are under age 75.
  
  - b) At any time whilst you're in the Main Section you would have the right to choose to move back to the 50:50 Section of the scheme (provided you're under age 75 and you remain in an employment that qualifies you for membership of the scheme).

You would need to make an election to your employer to move back to the 50:50 Section and an election form to do so can be obtained from the EAPF. You would be brought back into the 50:50 Section from the next available pay period after your employer receives the completed election form and you would then start to again pay half your normal contributions and build up half your normal pension during the period you're in that section.
  
4. If you want any further information, please contact the Environment Agency Pensions Team at Capita, 11b Lingfield Point, Darlington, DL1 1AX or telephone 0800 121 6593.