

## Application for payment of benefits

If you are/were a member of the LGPS in more than one post, you must fill in an application form for each post you wish to take payment of benefits from.

### Important notes

- The scheme rules that apply when you make your application for early payment of benefits will decide if and when your benefits can be paid.
- Scheme rules say that the earliest date your benefits can be paid to you is three months following your application. **Your payment date must be at least three months after the date you sign this form.**
- If you're currently paying into the scheme, your employer must confirm that you've left employment in that post before your payment request date. If your date of leaving is after the payment request date, then your benefits will be paid from your date of leaving (if this is no more than three months after the payment request date).
- If you stopped paying into the scheme because you opted out but haven't left your employment, you can't take early payment of your benefits. Your employer must confirm that you've left your employment before your benefits can be paid.
- We must receive this application form within 10 working days of the date you have signed it. We will acknowledge receipt of it. Please contact us if you've not had an acknowledgement within 10 working days of sending it to us. Your form remains valid for three months from the payment request date after which a new application giving at least three months' notice is required.
- When you take your pension, you're no longer a deferred member but become a retired member and certain benefits change based on your type of membership. For example, if you've asked your employer to consider ill health retirement, you can't receive early payment due to ill health if you've already been processed as a retired member.

Full name:		Scheme employer:	
Date of birth:		Payroll number:	
NI number:		Post number:	
Home address:			
Email address:			
<p><i>By giving your email address, you agree for Shropshire County Pension Fund to email you about your pension. Please note that you don't have to give your email address, but if you don't, the fund won't be able to contact you with information about your pension and you will not be able to register to view your pension account online, including your annual benefit statement (a paper copy would have to be requested).</i></p>			
Payment request date:		<b><u>Must be at least three months after the date you sign this form</u></b>	
<p><b>I confirm that the information I have supplied is correct and I accept that my application for payment remains valid until three months after the payment request date above.</b></p>			
Signed:		Date:	

Please return to: [pensions@shropshire.gov.uk](mailto:pensions@shropshire.gov.uk) or send to  
Pensions Team, Shirehall, Abbey Foregate, Shrewsbury, SY2 6ND

Shropshire County Pension Fund is a data controller under data protection legislation. This means we store, hold and manage personal data in line with statutory requirements to enable us to provide pension administration services. For more information about how we hold data, who we share it with and what rights scheme members have to request information from the fund, please visit [www.shropshirecountypensionfund.gov.uk](http://www.shropshirecountypensionfund.gov.uk).