



## Local Government Pension Scheme Opt out form

### Thinking of opting out

The Local Government Pension Scheme (LGPS) helps you save for retirement. It's one of the best occupational pension schemes in the UK because benefits are defined and set out in law. What's more, your employer pays towards your pension, so it's a valuable and important part of your employment package.

You should think carefully about your retirement before opting out. You may wish to take financial advice. If you're opting out of the LGPS because of professional financial advice, you should ask for this to be confirmed in writing. You may also want to watch the 'Pensions Made Simple' videos on our website before making your decision.

If you want to know about the costs and benefits of the LGPS, please visit our website at [www.shropshirecountypensionfund.co.uk](http://www.shropshirecountypensionfund.co.uk), or the national LGPS website at [www.lgpsmember.org.uk](http://www.lgpsmember.org.uk).

### The LGPS gives you:

- **A secure pension** – worked out at a 1/49<sup>th</sup> of your pay every scheme year you are a contributing member. Your benefits also keep up with the cost of living as measured by the Consumer Price Index (CPI).
- **Flexibility to pay more or less** – you can pay half your normal contributions in return for half your normal pension through the 50/50 section of the scheme. You can also boost your pension by paying more in contributions while getting tax relief.
- **Tax-free cash** – when you take your benefits, you can give up some of your annual pension for a tax-free cash lump sum.
- **Peace of mind** – your family enjoys financial security with a death grant of three times your pay and survivor's pensions if you die. If you become seriously ill and you've been in the scheme for two years, you could get an ill-health pension.
- **Freedom to choose when to take your pension** – currently you can choose to retire and draw your pension at any time between 55 and 75. Your normal pension age is when your pension is due without a reduction. However, current regulations allow you to take your pension from 55 with a reduction for early payment. If you take your pension after your normal pension age it will be increased.
- **Redundancy and efficiency retirement** – if you're made redundant or leave because of business efficiency on or after 55, and you've been in the scheme for two years or more, you'll get your benefits paid unreduced.
- **Flexible retirement** – if you reduce your hours or move to a less senior job on or after 55, you can take some or all your pension benefits and carry on working. Your employer must agree, and you must have been in the scheme for two years or more. Your benefits may be reduced for early payment.



**Go online**  
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**Call us**  
01743 252130



**Email us**  
[pensions@shropshire.gov.uk](mailto:pensions@shropshire.gov.uk)



**Write to us**  
Pensions, PO Box 4826  
Shrewsbury SY1 9LJ



## **Before opting out, have you thought about the 50/50 section?**

This allows you to pay half your contributions in return for half your normal pension build up. You can find more information about moving to the 50/50 section on our website or you can visit [www.lgpsmember.org](http://www.lgpsmember.org) which includes a cost and a benefits calculator. A 50/50 section form is available on our website.

## **What happens to the benefits I've already built up if I opt out?**

If you opt out of the LGPS within three months of joining, you'll be treated as never having been a member. Your employer will refund your contributions through your pay.

If you opt out of the LGPS after three months but before two years, you may be able to take a refund of your contributions (less tax) or transfer your pension to another scheme. If you have been a member of the scheme for two years or more and opt out, your benefits will become deferred. These will be held in the fund, increasing in line with inflation, until you take them at retirement, or transfer them to another scheme.

For more information, please read the *brief scheme guide* available on our website [www.shropshirecountypensionfund.co.uk](http://www.shropshirecountypensionfund.co.uk) or call 01743 252130.

## **Opting out of other pension schemes**

If you have another job with another employer, that employer might also bring you into a pension scheme. You will need to get an opt out form from the pension administrators of that scheme to opt out with that employer. This opt out form only opts you out of the LGPS for the job(s) you have named on this form.

## **Opting back into the LGPS and joining your benefits together**

If you opt out, you can re-join the scheme at any time before 75 if you qualify for membership. But, if you opt out (or opted out) of the LGPS on or after 11 April 2015, resulting in deferred benefits, and later re-join the LGPS, you can't join the two periods of membership together. You will have two separate sets of pension benefits in the scheme.

## **Automatic enrolment**

To meet the automatic enrolment rules of the Pensions Act 2008, your employer must automatically bring you back into the LGPS every three years. You can opt out of the LGPS again at that time. Also, if you change your job, your new employer will normally put you back into the pension scheme. But, you can opt out again from the date you start your new job.

## **Don't forget...**

Your employer can't make you opt out of the scheme. If you're asked or made to opt out against your wishes, tell the Pensions Regulator: [www.thepensionsregulator.gov.uk](http://www.thepensionsregulator.gov.uk). Also, no-one can force you to stay in the scheme. But, if you opt out you should understand what this means for you and your dependants.

## **Data protection**

The Shropshire County Pension Fund is a data controller under data protection law. 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.shropshirecountypensionfund.co.uk](http://www.shropshirecountypensionfund.co.uk)



### **Go online**

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### **Call us**

01743 252130



### **Email us**

[pensions@shropshire.gov.uk](mailto:pensions@shropshire.gov.uk)



### **Write to us**

Pensions, PO Box 4826  
Shrewsbury SY1 9LJ



## Opt out form

This form can only be signed and dated on or after the date you start the job from which you are opting out. If you sign and date the form before then, it will not be accepted.

It's important to fill in all sections of this form. An incomplete form will not be accepted and will be returned for you to complete.

**Once you have filled in the form, please return to your employer, NOT the pensions team.**

### 1. Personal information

Name: \_\_\_\_\_ NI number: \_\_\_\_\_

Email address: \_\_\_\_\_ Date of birth: \_\_\_\_\_

Home address: \_\_\_\_\_

*\*I confirm that by giving my email address, I'm agreeing for Shropshire County Pension Fund to email me about my pension. (Please note that you don't have to provide your email address, but if you don't, the fund won't be able to contact you with information about your pension. You will not be able to register to view your pension account online to see your annual benefit statement. In these circumstances a paper copy must be requested.)*

### 2. Employment information

Employer: \_\_\_\_\_ Payroll number: \_\_\_\_\_

**Please list the post (s) from which you wish to opt out of the LGPS (any not listed will not be actioned):**

Job title post 1: \_\_\_\_\_ Post number: \_\_\_\_\_

Job title post 2: \_\_\_\_\_ Post number: \_\_\_\_\_

Job title post 3: \_\_\_\_\_ Post number: \_\_\_\_\_

### 3. Declaration

I understand that by opting out of the LGPS I'm giving up the chance to take part in the LGPS, which would give me a guaranteed package of benefits backed by law, including:

- A secure pension – payable for life, that increases with the cost of living.
- Tax-free cash – the option to give up part of my annual pension for a tax-free lump sum at retirement.
- A flexible retirement date between 55-75 (with reductions or increases to my benefits).
- Serious ill-health cover – immediate benefits based on an enhanced period of scheme membership if I must retire due to a serious illness.
- Redundancy cover – with early payment of pension benefits if I'm made redundant or retired on business efficiency grounds at 55 or over.
- Life cover – with a lump sum of three times my final pay if I die while working.
- Death benefits for my family – including a survivor's pension for my spouse, civil partner, or eligible cohabiting partner as well as children's pensions.

**PTO**



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## Shropshire County Pension Fund

Administered by  
Shropshire Council

### By signing this form I confirm that:

- I have read the above statement and understand that the choices I make now are important in planning for the future and I confirm that I still want to opt out of the pensions scheme in the post(s) I have shown.
- I am aware I have the option to join the 50/50 section but have decided to opt out of the LGPS.
- I understand if I opt out, I will lose the right to pension contributions from my employer.
- I understand if I opt out, I may have a lower income when I retire.
- I understand I can't opt out before starting my employment.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Please return this form to your employer's payroll section of HR department.**



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