| **Cambridgeshire**  Pension Fund | **Northamptonshire**  Pension Fund |
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**Local Government Pension Scheme**

**Buying extra pension – application for additional pension contribution**

Before you fill in this form, you must have:

* a quote from us or a quote from the calculator on the LGPS [website](https://www.lgpsmember.org/more/apc/index.php)
* a registered medical practitioner (eg your doctor) fill in **our medical certificate**
* **a written agreement from your employer** showing the total pension to be bought and the share of their cost (if applicable).

You can pay monthly over a number of years or in one lump sum, please **fill in either section 2 or 3, not both**.

Once you’ve filled in the form, please:

* scan it, with the documents listed above and securely upload to your [online pension account](https://lgssmember.pensiondetails.co.uk/home/login/index2.html); or
* scan it, with the documents listed above and email it to [pensions@westnorthants.gov.uk](mailto:pensions@westnorthants.gov.uk) (please password protect your documents); or
* send them to Pensions Service, West Northamptonshire Council, The Guildhall, St Giles Square, Northampton, NN1 1DE.

**Section 1 – Personal details**

| **Question** | **Answer** |
| --- | --- |
| Surname |  |
| First names(s) |  |
| Title |  |
| Previous surname(s) |  |
| Date of birth |  |
| National insurance number |  |
| Address |  |
| Post code |  |
| Home email address |  |
| Mobile phone number |  |
| Employer |  |
| Payroll number |  |
| Job title |  |
| Unique post reference |  |
| Work phone number |  |

**If you’ve more than one job, please enter the details of the job in which you’d like the additional pension to be attached to.**

**Section 2 – Pay monthly over a number of years (regular payment from payroll)**

| **Question** | **Answer** |
| --- | --- |
| Total extra pension being bought | £ |
| Years of agreement |  |
| Gross monthly amount to buy extra pension | £ |
| Regular cost to employer | £ |

**Section 3 – Pay one lump sum**

Please confirm Yes to one of the following, if appropriate.

| **Question** | **Answer Yes / No** |
| --- | --- |
| Lump sum payment from payroll |  |
| Lump sum direct payment to Pension Fund |  |

If answered Yes to one of the above, please complete the below.

| **Question** | **Answer** |
| --- | --- |
| Total extra pension being bought | £ |
| Gross total lump sum cost of pension being bought | £ |
| Lump sum cost to employer | £ |

**Section 4 – Declaration**

* I confirm that I won’t make/haven’t made an application to buy extra pension with any other Local
* Government Pension Fund.
* I understand that the extra pension bought is for myself and doesn’t provide for an additional survivor’s
* pension and, if I die in service, no additional lump sum death grant will be paid.
* I attach a copy of the quote, completed medical certificate, and written agreement from my employer.

| **Question** | **Answer** |
| --- | --- |
| Name |  |
| Signature (only required if form is returned by post or email) |  |
| Date |  |

The Cambridgeshire Pension Fund and Northamptonshire Pension Fund are 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 allow us to provide you with pension administration services. To allow us to carry out our statutory duty, we’re 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:

[Cambridgeshire Pension Fund](https://pensions.cambridgeshire.gov.uk/governance/key-documents/cambridgeshire/)

[Northamptonshire Pension Fund](https://pensions.westnorthants.gov.uk/governance/key-documents/northamptonshire/)

This information can be made available in other languages and formats upon request like Braille, large print and audio cassette.