| **Cambridgeshire**  Pension Fund | **Northamptonshire**  Pension Fund |
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**Local Government Pension Scheme – divorce information request pack**

This document has a form which you’ll need to complete and send back if you need a valuation of your accrued pension rights. The completed form can be returned either by:

* Securely uploading it to your [online pension account](https://lgssmember.pensiondetails.co.uk/home/login/index2.html); or
* Scanning and emailing it to [pensions@westnorthants.gov.uk](mailto:pensions@westnorthants.gov.uk) , it’s recommended that you password protect any documentation with personal information if possible; or
* Sending it to the address below:

Pensions Service

West Northamptonshire Council

The Guildhall

St Giles Square

Northampton

NN1 1DE

It also has other information which will be of use to you and/or your solicitors. Please read the information carefully.

Please fill in the attached form LDIVF01 as quickly as possible. This will give us your written authority to give you (and your solicitor if you’d like) all the pensions information you need for a divorce or dissolution of civil partnership. We may need to get information from other sources like pay details from your employer and your Guaranteed Minimum Pension figure from HM Revenue & Customs. We’ll let you know if we have any difficulty getting this information.

You should let your solicitor know if you’ve any other pension rights that you have not transferred to the LGPS administered in partnership by West Northamptonshire Council and Cambridgeshire County Council. This would include any pension rights you have in another pension scheme, any deferred pension rights you have in another local government fund, any pension rights where a transfer to the LGPS is currently being negotiated, or any free-standing additional voluntary contribution plan you may have.

A schedule of charges that may apply has been attached (form LDIVF02). In most cases, there won’t be a charge. However, if you’ve made a previous request in the last 12 months, then an invoice will be sent to you for payment, before any calculations can be made.

Please note that under the Pensions on Divorce etc (Provision of Information) Regulations 2000, we may also need to give similar information directly to the Court if ordered and certain information (excluding a valuation of your pension benefits) to your spouse / civil partner if asked to do so.

| **Cambridgeshire**  Pension Fund | **Northamptonshire**  Pension Fund |
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**Local Government Pension Scheme LDIVF01**

**– divorce information request form**

I give written consent for:

* a valuation of pension rights in the Local Government Pension Scheme (LGPS); and
* the provision of information in accordance with the Pensions on Divorce**,** etc (Provision of Information Regulations) 2000.

**Section 1 – Personal details**

| **Question** | **Answer** |
| --- | --- |
| Surname |  |
| First names(s) |  |
| Title |  |
| Date of birth |  |
| National insurance number |  |
| Address |  |

**Section 2 – Membership information details**

| **Question** | **Answer Yes / No** |
| --- | --- |
| Do you currently contribute to the Pension Fund |  |
| Do you have a deferred pension under the Pension Fund |  |
| Are you in receipt of a pension from the Pension Fund |  |
| Do you want us to update your records, If the address detailed above is different to the one currently shown on your records |  |

**Section 3 – Solicitor details**

| **Question** | **Answer Yes / No** | **If yes – provide name and address of your solicitor** |
| --- | --- | --- |
| Has a solicitor been instructed to deal with divorce, dissolution, annulment, or judicial separation proceedings |  |  |

If you confirm ‘Yes’ to the above, please complete the below.

| **Question** | **Answer Yes / No** |
| --- | --- |
| Do you authorise us to give such information as may be needed, in connection with the proceedings, to your solicitor |  |
| Do you need a copy of any information that is sent to your solicitor |  |

**Section 4 - Divorce, dissolution, annulment, or judicial separation proceedings details**

| **Question** | **Answer Yes / No** | **If yes – confirm the legislation of which country the proceedings are under** |
| --- | --- | --- |
| Have divorce, dissolution, annulment, or judicial separation formally proceeded |  | England and Wales / Scotland / Northern Ireland / Other (give details) \* |

\* Please delete as appropriate

Divorce or annulment proceedings must have started under one of the following:

* Part ll of the Matrimonial Causes Act 1973 or Part lll of the Matrimonial and Family Proceedings Act 1984 (England & Wales powers in relation to domestic and overseas divorce, etc) or
* Part lll of the Matrimonial Causes (Northern Ireland) Order 1978 or Part lV of the Matrimonial and Family Proceedings (Northern Ireland) Order 1984 (corresponding Northern Ireland Powers) or
* The Family Law (Scotland) Act 1985 or Part lV of the Matrimonial and Family Proceedings Act 1984 (corresponding Scottish powers)

**Section 5 – Authorisation**

| **Question** | **Answer** |
| --- | --- |
| Name |  |
| Signature (only required if this 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 perform 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.westnorthants.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.

| **Cambridgeshire**  Pension Fund | **Northamptonshire**  Pension Fund |
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**Local Government Pension Scheme LDIVF02**

**Pensions information – schedule of charges**

**The Pensions on Divorce etc (Provision of Information) Regulations 2000**

| **Procedure number** | **Procedure information** | **Cost** | **Cost (inclusive of VAT)** |
| --- | --- | --- | --- |
| 1 | Provide cash equivalent value (CEV) quotation | £0 | £0 |
| 2 | Provide additional CEVs within 12 months of the previous one | £150.00 | £180.00 |
| 3 | Provide additional information if we are not required to supply this information under the regulations | £150.00 | £180.00 |
| 4 | Apply a pension sharing order | £600.00 | £720.00 |
| 5 | Apply a revised pension sharing order | Costs incurred | Costs incurred |
| 6 | Earmarking order | On application | On application |

**Notes**

* For procedures 1 – 3 we require payment in full before we can supply the required information. These will be payable by the scheme member unless the court directs otherwise.
* For procedures 4 – 5, we require payment in full before we can apply a pension sharing order. We will comply with the charging requirement specified by the court.
* For a scheme member with additional voluntary contributions (AVCs), their AVC provider may apply additional charges to the ones detailed above. We will pass these on in full to the member unless the court directs otherwise,
* Any additional costs, arising for specialist actuarial, legal, or other advice will be charged in full to the scheme member, including objections to the order.
* These charges will be reviewed annually.

**How to pay**

Details on how to pay the charge will be detailed on the invoice / invoices that will be issued on receipt of a request for information or on receipt of a pension sharing order.

**Local Government Pension Scheme**

**Pension sharing on divorce – further information**

We are required to send you information in accordance with the Pensions on Divorce etc (Provision of Information) Regulations 2000. This must be sent to you within 3 months of the date your LDIVF01 form (enclosed) was received by us.

In certain circumstances, a shorter time scale applies. The information must be supplied:

1. Within 6 weeks of the date the request was received if you have the Pension Fund that formal proceedings for divorce, dissolution of civil partnership, annulment or judicial separation have commenced.
2. Within the time limit specified in a Court Order sent to the Pension Fund (where such an Order has been made)
3. Within 21 days of the date the Pension Fund received notification that a pension sharing order may be made (or any longer period specified by the Court), or

The information I will send you within the specified time scale will include:

1. The cash equivalent value (CEV) of your accrued pension rights in the Local Government Pension Scheme (LGPS) administered in partnership by West Northamptonshire Council and Cambridgeshire County Council; and
2. The information necessary to complete the pension section of the Form E financial statement; and
3. All other information I am required to provide under the Pensions on Divorce etc (Provision of Information) Regulations 2000.

Please note that a charge, as set out in the attached schedule (LDIVF02), will be payable by you for the provision of the CEV if it has been requested and provided in the previous 12 months.