| **Cambridgeshire**  Pension Fund | **Northamptonshire**  Pension Fund |
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**Local Government Pension Scheme – option to join / rejoin main section OPTIN**

**This form should only be completed if:**

* **Your employer has given you the option to join the LGPS but has not brought you in automatically.**
* **You chose not to join the scheme when given the first opportunity.**
* **You have previously opted out of the scheme.**
* **You’re currently a member of the 50/50 section.**

**Once you’ve completed this form it must be forwarded to your employer.**

**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 |  |
| Home phone number |  |
| Mobile phone number |  |
| Employer |  |
| Payroll number (if known) |  |
| Job title |  |
| Work phone number |  |

**Section 2 - Partnership status**

| **Question** | **Answer Yes/No** |
| --- | --- |
| Single |  |
| Married |  |
| Registered civil partner |  |
| Cohabiting partner (unmarried) |  |
| Divorced |  |
| Widow / Widower |  |

**Section 3 - Declaration**

| **Question** | **Answer Yes/No** |
| --- | --- |
| I’m currently not a member and understand that once I sign and return this form to my employer, I will become a member of the Local Government Pension Scheme main section from the next available pay period. |  |
| I’m currently a member of the Local Government Pension Scheme 50/50 section and understand that once I sign and return this form to my employer, I will become a member of the Local Government Pension Scheme main section from the next available pay period. |  |

| **Question** | **Answer** |
| --- | --- |
| Name |  |
| Signature |  |
| 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.northamptonshire.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.

**Local Government Pension Scheme (LGPS) – option to join / rejoin main section**

**frequently asked questions**

I am not currently a member of the LGPS, what do I need to do before completing the form?

If you’ve not already done so, ask your employer if you’re eligible to join the LGPS and read the ‘[Thinking of joining’ page on our website](https://lgssmember.pensiondetails.co.uk/home/non-member/lgps/index.html).

What do I need to do after I have fully completed the form?

Send the form to your employer’s payroll department/provider.

I am not currently a member of the LGPS, what happens after I have sent the form to my employer?

Your employer will determine whether you are eligible to join the LGPS:

* If you’re not eligible to join the LGPS, they’ll contact you and explain the reason why.
* If you’re eligible to join, they’ll contact you to confirm the date you became/will become a member of the LGPS and the contribution rate that has been/will be taken. They’ll also tell us that you’ve opted in and confirm your employment details.

I’m currently a member of the LGPS 50/50 section, what happens after I’ve sent the form?

Your employer will place you in the LGPS main section from the beginning of the next available pay period.

I’m not currently a member of the LGPS; can I join the 50/50 section?

You can’t choose the 50/50 section before you’ve opted into the main section.

Once you’ve been brought into the main section, you can then choose the 50/50 section. You can find more information on the [50/50 section on our website](https://lgssmember.pensiondetails.co.uk/home/members/lgps/active-members/about-the-scheme/can-i-pay-less.html).

What do I need to do after my employer has told me I can join the LGPS?

* Make sure read the information on our [website](https://lgssmember.pensiondetails.co.uk/home/members/lgps/active-members/).
* Then take any actions appropriate to your circumstances and wishes. In particular:
* Transfers from the LGPS in England and Wales may be automatic, depending on the benefits you have with your previous LGPS Pension Fund. If you’ve previous LGPS benefits in England and Wales, you **must** complete the ‘Membership Information’ form.
* Transfers into the LGPS from any workplace pension outside the LGPS in England and Wales any personal pension arrangement and the LGPS in Scotland and Northern Ireland are not automatic and you must choose to transfer any previous pension rights within the first 12 months of joining the LGPS. If you wish to request a transfer from your previous pension scheme(s), you will need to complete the ‘Transfer in Pack’.
* If you die before you retire and even sometimes on pension we may pay a one-off lump sum death grant. You can nominate who you’d like this to go to, by completing a ‘Death Grant – Expression of Wish’ form.
* As a member of the LGPS you can choose to increase your benefits by paying Additional Pension Contributions (APCS) or in-house Additional Voluntary Contributions (AVCs).

Our forms can be found on our [website](https://lgssmember.pensiondetails.co.uk/home/members/lgps/active-members/forms-and-resources/index.html)

* Check your next pay advice to confirm that your employer’s payroll department/provider has started taking pension contributions at the correct rate. If there are any problems, you should contact your employer.

What can I expect from us?

Once confirmation is received from your employer that you’ve become a member of the LGPS, we’ll send you a ‘Welcome’ letter.

If you haven’t received this within 4 months of your opt in date, please email us on [pensions@westnorthants.gov.uk](mailto:pensions@westnorthants.gov.uk)