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| Cambridgeshire  Pension Fund | Northamptonshire  Pension Fund |

**Local Government Pension Scheme PAYADDUPD**

**Payment update form**

* This form must be completed to enable us to continue paying your monthly pension payments.
* Sections 1, 2 and 4 must be fully completed and section 3 only has to be completed, if you wish to change the bank or building society account details we hold for you.

**Section 1 – Personal details**

|  |  |
| --- | --- |
| Question | Answer |
| Surname |  |
| First names(s) |  |
| Title |  |
| Previous surname(s) |  |
| Date of birth |  |
| National insurance number |  |
| Last date you were paid |  |
| Monthly pension amount you were receiving |  |
| Address we currently hold on record for you |  |
| Post code |  |
| New address |  |
| Post code |  |
| Home email address |  |
| Home phone number |  |
| Mobile phone number |  |

**Section 2 – Current bank or building society account details**

Please confirm your bank or building society account details that we hold on record for you.

|  |  |
| --- | --- |
| Question | Answer |
| Name(s) of account holder(s) |  |
| Name of bank or building society |  |
| Address of bank or building society |  |
| Sort code |  |
| Account number (8 numbers only) |  |
| Building society roll number / reference \* |  |

\* Only applicable in certain circumstances.

**Section 3 – New bank account or building society details**

This section only needs to be completed if you are changing your account from the ones detailed in section 2.

If you are changing your account details:

* We can only pay your pension into a bank or building society account in your name or an account that you hold jointly with another person.
* If you are unsure of any of these details, you can either check with your bank / building society or look at your cheque book or bank statement.
* Putting the wrong information here means that it will take longer for you to receive your pension.

|  |  |
| --- | --- |
| Question | Answer |
| Name(s) of account holder(s) |  |
| Name of bank or building society |  |
| Address of bank or building society |  |
| Sort code |  |
| Account number (8 numbers only) |  |
| Building society roll number / reference \* |  |

\* Only applicable in certain circumstances.

**Section 4 – Declaration**

1. As far as I know, I have filled this form in correctly and I authorise the Pensions Service to check any of the information I have given.
2. Please reinstate my monthly pension payments and pay into the account provided in section 2 or section 3.

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

Please return the completed form 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 that has personal information if possible; or

sending it to - Pensions Service, West Northamptonshire Council, The Guildhall, St Giles Square, Northampton

NN1 1DE

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 refer to the data privacy section on the key documents page of our website.

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