

# The Local Government Pension Scheme

## Election to opt-out

You should only complete this form if you do not wish to become or remain a member of the Local Government Pension Scheme.

If you complete and return this form within the first two years of taking up employment, you will be refunded any contributions that you have paid so far. However a refund is only possible if you do not have other LGPS membership and have not transferred in another pension. If you return this form after the first two years, this election will take effect from the start of the next pay period following the date you signed this form (unless a later date is specified) and your benefits will be deferred until retirement, or you choose to transfer to another pension arrangement. **Please note that you will be opted out from the next available pay period.**

To ensure that your election to opt-out is processed as efficiently as possible, please complete all details below and **return the form to your employer.** Failure to do so will delay the date on which your opt out can be actioned.

**50/50 Section:** Before you opt out of the Scheme entirely, have you considered the 50/50 section instead? This allows you to pay half your current contribution rate but build up half the pension. However, you retain full life assurance cover. If you would like to take this option please complete the '50/50 Section Election Form'.

Surname:	<input type="text"/>		
Forename(s):	<input type="text"/>		
Title:	<input type="text"/>	Date of birth:	<input type="text"/>
Sex	<input type="text"/>	NI Number:	<input type="text"/>
Address:	<input type="text"/>		
Tel. number:	<input type="text"/>	Post code:	<input type="text"/>
Employer:	<input type="text"/>		
Job title:	<input type="text"/>		
Reason for opting out:	<input type="text"/>		

If you have more than one job please indicate if this election is for all employments;

**All employments**  **Specific employment only** (please specify which job/s by using the table below)

Job title	Place of work	Contracted hours
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

I hereby give notice to terminate my membership to the Local Government Pension Scheme at the earliest opportunity, having been made aware of and considered the full implications of my actions (please see overleaf).

- **I confirm that I wish to opt out of the pension scheme in the post(s) I have indicated on this form**
- **I understand that if I opt out I will lose the right to pension contributions from my employer**
- **I understand that if I opt out I may have a lower income when I retire**
- **I understand that if I opt out on or after 11 April 2015 with an entitlement to a deferred benefit and subsequently rejoin the scheme I will not be able to aggregate my periods of membership**
- **I am aware of the 50/50 section.**

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

**PLEASE RETURN THE COMPLETED FORM TO YOUR EMPLOYER**  
**Please DO NOT send this form directly to the Dorset County Pension Fund**

# What you need to know

## Notes of guidance for employees wishing to leave the Scheme

It is very important that you consider carefully any decision to opt-out of the Scheme.

Your employer cannot ask you or force you to opt out. If you are asked or forced to opt out, you can tell the Pensions Regulator - see [www.thepensionsregulator.gov.uk](http://www.thepensionsregulator.gov.uk)

If you decide to opt out of membership of the LGPS and subsequently change your mind, you will be able to rejoin the Scheme provided you are under age 75 and you remain in an employment that qualifies you for membership of the LGPS. You will need to write to your employer if you want to opt back into the Scheme.

If you stay opted out, your employer will normally put you back into the LGPS approximately three years from the date they have to comply with the automatic enrolment provisions of the Pensions Act 2008.

If you change your job, your new employer will normally put you back into the pension scheme straight away.

If you have another job, your other employer might also put you into pension saving, now or in the future. This notice only allows you to opt out of pension saving with the employer, or employers, you name overleaf. A separate opt out notice must be filled out and given to any other employer you work for if you wish to opt out of pension saving with that employer as well.

Please remember that the Scheme currently provides the following benefits:

- o Secure benefits
- o Pension on retirement
- o Inflation proof pensions
- o Employer contributions
- o Death in service benefits
- o Children's pensions
- o Early retirement benefits
- o Tax relief on contributions
- o Ill health pension
- o Spouse's / Civil partner's pensions
- o Nominated cohabiting partner's pensions
- o Dependant's allocated pensions
- o Tax free cash option on retirement

If you elect to leave the Scheme and are continuing in employment you may be entitled to either; a refund, transfer value or preserved benefit. Please contact Dorset County Pension Fund for further details of the options available to you.

If you elect to leave the Scheme in an employment with an entitlement to a deferred benefit you will not be able to aggregate your membership if you subsequently re-join the Scheme. However:

- o if you opt out after 3 months membership and have not met the 2 year vesting period you can defer taking a refund of contributions for up to a maximum of 5 years after opting out. If you do so and subsequently re-join the Scheme whilst the deferred refund is still being held in the Scheme, you can aggregate the two periods of membership, or
- o if you opt out of one or more, but not all, jobs in which you are a member and have met the 2 year vesting period, you will have the right to aggregate the membership from the job, or jobs, from which you have opted out of the Scheme with the membership in the job in which you continue to be a member of the Scheme.

Please note that if you have already transferred pension rights into the Scheme, you will not be eligible for a refund of contributions even if your membership is less than two years. This also applies if you have any other LGPS membership.

Contributions are subsidised by tax relief. The amount deducted on your payslip is not the amount you would gain by opting out.

Always remember to take independent financial advice before you make a final decision. Your union's pension advisor, an accountant or a recognised financial service may be able to help.

If you require any further information please visit: <http://www.lgpsmember.org>

or alternatively you can contact the Dorset County Pension Fund on:

Telephone: 01305 224845

Email: [pensionshelpline@dorsetcouncil.gov.uk](mailto:pensionshelpline@dorsetcouncil.gov.uk)

### For HR / Payroll use only

Commencement date:		FT EQ pay:	
Contractual hours:		Unique Employment No:	
Effective date of opt out:		Refund paid:	Yes / No
Authorised by:		Date:	

