

## Transferring in Previous Pension Rights to the LGPS

When you become a member of the Local Government Pension Scheme (LGPS) you have the opportunity to transfer in previous pension rights to your new pension account in the Dorset County Pension Fund (DCPF). You will have 12 months from your date of joining the scheme to begin the first stages of a transfer in of previous pension rights. You can transfer in:

- ◇ A previous LGPS fund
- ◇ A previous employer's occupational pension scheme
- ◇ A personal pension plan
- ◇ A stakeholder pension scheme
- ◇ A Free Standing AVC

### How do I declare previous pension rights?

When you start a new employment in which you are eligible to join the LGPS, your employer should provide you with a 'Welcome Pack', which contains a number of forms, including a Pension Membership form. On the reverse of this form is a section for you to declare any previous pension rights you may have. Please see below a copy of the reverse side of the Pension Membership form. If your employer does not provide you with a form, please contact us directly at the address provided at the end of this factsheet and a form can be sent to you.

To declare previous LGPS rights please ensure you complete Part A of the 'Declaration of previous pension rights' section of the Pension Membership form. Please input as much detail as you can, but if you cannot remember specific dates then your best estimate will be sufficient. The 'Type of award' relates to the status of your previous pension rights. The 'Policy number' will be your National Insurance number, which we will obtain from the front page of your membership form.

Declaration of previous pension rights.  
Please use Part A and / or Part B to inform us of any previous pension rights that you have accrued.

**Part A - Previous Local Government service**

Previous Local Government employer	Service From	To	Type of award + Policy number Eg. refund, transfer, preserved benefit, retirement

If you were paying additional contributions please tick the appropriate box:  
 Freestanding AVC     Additional years     Additional Regular Contributions (ARC)   
 Scheme AVC     2/80ths increase     Additional Pension Contributions (APC)

**Part B - Other previous pension rights (Non Local Government)**

Employer or personal pension provider + address	Service From	To	Type of award + Policy number Eg. refund, transfer, preserved benefit, retirement

If you would like to be sent information about the possibility of transferring your previous pension rights into Dorset County Pension Fund, please tick the box below and we will send you a Transfer Information Booklet.

**The option to transfer service in must be made within 12 months of joining the Scheme.**

I would like to investigate the possibility of transferring previous pension rights (please tick this box).

I confirm that I have disclosed my previous pension rights to the best of my knowledge.  
Signed: \_\_\_\_\_ Date: \_\_\_\_\_

For HR Frontline / Payroll use only		For Pension Fund use only		
Contribution rate:		Certificates	Date:	Initials
NI table letter:		Birth		
Contribution start date:		Marriage/Civil Partnership		
Annual salary:		Partner's Birth Certificate		
Emoluments:		Divorce/Dissolution		
Payroll reference:		Full name of partner:		

V.2014/04

To declare previous non LGPS (occupational, personal, private) pension rights, complete Part B. Supply the name of the pension provider, or employer if you are unsure, service dates, and your policy number. This will usually be found on any documentation your previous provider sent to you, or could be obtained by writing or telephoning the administrators of the scheme. If you have multiple policies, ensure you list the numbers of each you would like to investigate transferring over.

Ensure that you tick the box following the statement 'I would like to investigate the possibility of transferring previous pension rights'. If you don't tick the box, we won't investigate the transfer and you could lose your right to transfer if not rectified within the 12 month window.

## What happens after I've completed my form?

You should complete your Pension Membership form, listing all previous pension rights, and then send it to your employer/HR department. They will then forward the form to the DCPF. Upon receipt of your form, if you have listed previous personal pension rights, and ticked the box to indicate you wish to investigate transferring these pension in to your new account, you will be written to, enclosing a 'Pension transfer booklet'.

If you have previous LGPS pension rights, we will automatically contact your previous fund on your behalf to begin investigating a transfer.

### Pension transfer booklet



This booklet sets out the process for transferring previous pension rights into the Dorset County Pension Fund.

If you have previous membership in the Local Government Pension Scheme, please read section 1 of this booklet and complete transfer form A.\*

For a transfer of any other previous pension benefits (public sector scheme, private sector scheme, personal pension or stakeholder pension) you should read section 2 of this booklet and complete form B.

**Any transfer of benefits into the Dorset County Pension Fund must be applied for within 12 months of joining the scheme.**

\* If you are moving between employers in the Dorset County Pension Fund you do not need to complete a transfer form.

## Previous LGPS Rights - You must notify us of all previous LGPS service

If you have previous LGPS pension rights we will be in touch with you once we have all the information we require from your previous fund, and at this point you'll need to make an election regarding keeping your benefits separate, or combining them into your new account.

If you elect to **keep your benefits separate**, your retirement benefits will be:

- the deferred benefits in respect of your previous job, increased in line with inflation.
- the benefits on retirement from your new job.

If you elect to **combine your benefits**, your retirement benefits will be:

- based on your new job, plus the transferred pension benefits. All pension accrued post April 2014 will be based on the pension amount added to your account yearly.

Therefore, if you have pre April 2014 service and the full time equivalent salary in your new job is less in real terms (after taking into account inflation) than your previous job, and is unlikely to equal or exceed it over time, you may want to keep your benefits separate.

As well as checking that your new salary is higher or likely to be higher than your previous salary, you need to consider some other factors. The table on the following page outlines these.

**If all of your service is post April 2014 there would be no advantage in keeping pension benefits separate.**

## Previous LGPS Pension Benefits

### The effect of transferring or keeping your pension benefits separate

Factor	Effect of keeping separate benefits	Effect of transferring benefits
Death grant payable	If you become an active member in an LGPS employment, there will be only <b>one</b> death grant payable. This will be the higher death grant of either your deferred benefit record or your active record.	Death grant equal to three times your contractual pay in your new job.
Normal Retirement Date (NRD—the earliest you can receive unreduced benefits)	Deferred benefits will be payable without reduction from your NRD, which may be before but not later than your State Pension Age (SPA).  The NRD in the new job will be calculated excluding service in the previous job and may be later than the NRD in the previous job.	All benefits will be payable on the NRD relating to the new job, after taking into account protections. (see the DCPF website for more information).  This may be a later date than would have applied to the separate deferred benefits. You need to consider whether the increase in salary in the new job is sufficient to compensate if there is a later NRD.
Added years contracts	If you chose to buy added years in your previous job, this will cease at the date of leaving your previous job.  You cannot set up a new contract in your new job as added years cannot be purchased after 1 April 2008.	Any existing arrangement to make additional regular contributions can continue, provided the gap between jobs is less than 12 months and you pay the arrears for the period of the gap within three months of re-joining.
Additional Regular Contributions (ARCs)	If you chose to make additional regular contributions in your previous job, this will cease at the date of leaving your previous job.  You cannot set up a new contract in your new job as ARCs cannot be purchased after 1 April 2014.	Any existing arrangement to make additional regular contributions can continue, provided the gap between job is less than 12 months and you pay the arrears for the period of the gap within three months of re-joining.
Additional Pension Contributions (APCs) - From 1 April 2014 only	If you chose to make additional pension contributions in your previous job, this will cease at the date of leaving your previous job.  A new contract can be set up in your new job.	Any existing arrangement to make additional pension contributions can continue, provided the gap between jobs is less than 12 months and you pay the arrears for the period of the gap within three months of re-joining.

## Transferring non LGPS previous pension rights

Before we can look at transferring your previous benefits into the Dorset County Pension Fund we first need the transfer details from your previous provider—you are expected to give us this information. Firstly you will need to complete '**Transfer form B**' of the transfer booklet which you will be sent after declaring your previous rights on your pension membership form. You'll then need to send the completed form, along with the guidance notes included in the transfer booklet to your previous provider. If you have more than one private pension provider which you'd like to investigate transferring into the LGPS you'll need to photocopy **Transfer form B** and the guidance notes as many times as is necessary.

Your previous provider will then send you the details of the transfer value payable. You will need to forward this and a copy of your completed **Transfer form B** to us as a matter of urgency once received, as transfer values are often guaranteed only for a period of 3 months, and some schemes may have a shorter guarantee period.

Dorset County Pension Fund will then provide you with a quotation of what your transfer value will award you with as benefits in the LGPS, and you'll be able to make a decision as to whether to transfer these pension rights over, or keep them where they are.

**We cannot advise you on this decision, so you may wish to consult an independent registered financial advisor. (financial advisors may charge a fee).**

If you do decide to go ahead, you'll need to complete the form enclosed with our quotation letter and send it with any other requested documents to the DCPF. We will then request payment from your former scheme. After receiving this payment we will send you a statutory notice confirming the pension benefit you have been awarded.

If you do not return your completed form to us within the guarantee period, the transfer value may change, giving a different amount of pension benefit. This change could be positive or negative to the amount payable. Some pension schemes require a fee for providing a second transfer value within a 12 month period. Dorset County Pension Fund will not pay any charges in these circumstances.

## The Stages of a Non LGPS Transfer

### Stage 1

Write to your previous pension provider(s) and ask for transfer details by completing and enclosing **Transfer Form B** from the Pension Transfer booklet, and accompanying guidance notes.



### Stage 2

Your previous pension provider will send the details directly to you. You must send these and a copy of **Transfer form B** to the Dorset County Pension Fund.



### Stage 3

Dorset County Pension Fund will send you a transfer estimate informing you of the pension benefit your transfer will buy.



### Stage 4

If you wish to go ahead with the transfer, please complete the relevant form that accompanies your transfer estimate and return it the Dorset County Pension Fund. We will then request payment from your former scheme.



### Stage 5

We will notify you when we have received the payments and send you a statutory notice of the pension benefits awarded.

# Transferring in Previous Pension Rights into the LGPS

## Frequently Asked Questions

### What if the 12 month deadline to transfer has expired?

If the deadline has expired, you will not normally be allowed to transfer any previous pension rights into the DCPF unless there are exceptional circumstances. DCPF will require a letter on headed paper from your employer providing written consent for the transfer to proceed, subject to your LGPS employer's discretions policy. If you leave your employer, and then begin a new contract in which you are eligible to re-join the LGPS then your 12 month window will begin again, and you'll be able to begin the transfer process. Similarly, if you are TUPE'd into another employer then your transfer window will reopen.

### Can I transfer in previous AVC funds?

If you have an AVC fund in the LGPS in England and Wales, you can transfer it with your main scheme benefits as a cash amount into DCPF's in-house AVC provider; Prudential. You will have options on investment and the same AVC rules will apply to your fund on retirement.

### What if I have lost contact with my previous pension scheme?

If you have lost contact with your previous pension provider, or the company you worked for closed down, and you do not know how to access your previous pension, you can contact The Pension Tracing Service. You can contact them online at [www.gov.uk/find-pension-contact-details](http://www.gov.uk/find-pension-contact-details) or by phone / post at the details below:

**Telephone:** 0800 731 0193

**From outside the UK:** +44 (0)191 215 4491

**Textphone:** 0800 731 0176

**NGT text relay (if you cannot hear or speak on the phone):** 18001 then 0800 731 0193

#### Postal Address:

The Pension Service 9

Mail Handling Site A

Wolverhampton

WV98 1LU

If you have any further queries, please do not hesitate to contact the Dorset County Pension Fund using the contact details available below.

Disclaimer: This guide is completed to the best of our knowledge and is not intended to cover every personal circumstance, nor does it confer any contractual or statutory rights and is provided for information purposes only. The information contained within this guide cannot override the appropriate regulations, and in the event of any dispute over your pension benefits the befitting legislation will prevail.

The Dorset County Pension Fund is part of the Local Government Pension Scheme (LGPS) which is governed by LGPS regulations.

Please contact us: Dorset County Pension Fund, County Hall, Dorchester, Dorset. DT1 1XJ

Telephone: 01305 224845

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