

form AM/TVIN

how to transfer your previous pension rights into the local government pension scheme

WEST MIDLANDS



PENSION FUND

WHICH OF MY PREVIOUS PENSION RIGHTS CAN I TRANSFER?

If you have membership in any previous pension scheme or policy you may be able to transfer benefits over to the Local Government Pension Scheme (LGPS). If you do, a membership credit in the LGPS will be awarded, i.e. a period of membership equivalent in value to your previous pension rights.

(N.B. The period of membership credited in the LGPS may be different in length to the actual membership period in your previous scheme.

This is normally because the package of benefits offered by other schemes may be different, and often inferior, to the quality of LGPS benefits.)

The LGPS is normally able to accept transfer payments from:

- other LGPS funds
- any occupational pension scheme
- any AVC arrangement*
- a personal pension plan*
- a section 32 buy-out*
- a self-employed pension arrangement*

*please note that the 'policy' provider is likely to ask you (immediately before they will release any transfer payment) to return your original policy documents.

Please ensure you have these documents to hand and that they are kept in a safe place until they are required.

IMPORTANT

An option to transfer must be made within twelve months of joining the LGPS or such longer period as your employer allows. This is an employer discretion; you may wish to ask your employer what their policy is on this matter.

WHAT DO I DO NEXT IF I WISH TO TRANSFER MY PREVIOUS PENSION RIGHTS?

Please follow these instructions:

- 1) Complete **Part One** of this form now. Please do not complete Part Two - this is for the trustee/managers of your previous pension scheme to complete. (If you have more than one transfer you should photocopy the Transfer Value Request (Parts One and Two) as many times as required, i.e. complete a separate request for each transfer.)
- 2) Detach **Parts One & Two** (by tearing along the dotted line) and send them to the trustees/managers of your previous pension scheme without delay. If you do not have the address of the trustees/managers of your previous pension scheme you should be able to find this information by contacting either:
 - i) your former employer,
 - ii) the insurance company to which your personal pension plan etc. relates,
 - iii) the Occupational Pensions Regulatory Authority, who are responsible for the register of pension schemes.
The address is: Occupational Pensions Regulatory Authority, Invicta House, Trafalgar Place, Brighton, BN1 4DW
Tel: (01273) 627600.

- 3) The trustees/managers of your pension scheme will normally send you full transfer value details within a few months. Please send this information, and any other correspondence received, to the **Pensions Administration Service at Wolverhampton City Council immediately (address shown below). You must not complete any transfer payment discharge forms at this stage - send everything to the Pensions Administration Service.**

N.B. If you do not receive the information you have requested within a few months you should contact your former scheme to establish the reason for the delay. The law now says that you are entitled to appropriate transfer value information (including whether or not a transfer is possible) within strict deadlines. These are your rights and you are encouraged to assert them so that your transfer is not unnecessarily delayed. Remember, if your transfer is not completed within 12 months your membership credit in the LGPS could be greatly reduced.

WHAT HAPPENS NEXT

When the **Pensions Administration Service** receive your Transfer Value details they will write to you, usually within two months, to advise you of the estimated Local Government Pension Scheme membership credit available from the transfer of your previous pension scheme rights. If there is likely to be any delay, e.g. because the transfer value information is not complete, you will be advised accordingly.

When you receive details of the estimated LGPS membership credit from the **Pensions Administration Service** you will normally be asked to decide whether or not you wish the transfer to proceed.



Former Member Transfer Value Request

IMPORTANT NOTE: PLEASE COMPLETE AND SIGN PART ONE OF THIS FORM ONLY IF YOU WISH TO REQUEST TRANSFER INFORMATION FROM YOUR FORMER SCHEME. DO NOT COMPLETE PART TWO OVERLEAF. THIS IS FOR COMPLETION ONLY BY THE TRUSTEES/MANAGERS OF YOUR FORMER SCHEME.

PART ONE - ABOUT YOU

Full Name:

Marital Status: SINGLE MARRIED DIVORCED WIDOWED

Date of Birth: DD / MM / YYYY

Address for ALL correspondence:

Title of Pension Scheme to which I contributed:

Date left Scheme: DD / MM / YYYY Policy/Ref No.:

National Insurance Number: AB 1 2 3 4 5 6 C

Current Employing Authority:

Payroll Number:

DECLARATION: Please send me details of my accrued benefits to date including cash equivalent transfer value information (guaranteed as appropriate). You are asked by my new scheme administrators to complete Part Two overleaf. Further information about my scheme, the 'Local Government Pension Scheme (LGPS)' is given below. PLEASE SEND ALL CORRESPONDENCE DIRECT TO ME AT THE ADDRESS SHOWN ABOVE. Do NOT send any correspondence or payment to my new scheme at this stage - they will contact you at a later stage should I wish to proceed and you have my prior consent to release any relevant information they may require.

Signed: Date: DD / MM / YYYY

Information About The Local Government Pension Scheme

Full Name of Receiving Scheme: Local Government Pension Scheme

Scheme Administrator: Wolverhampton City Council
Pensions Administration Service
P.O. Box 3948
Wolverhampton
WV1 1XP

Scheme Details: The Local Government Pension Scheme (LGPS) is a statutory scheme established under a public general act. The scheme is a contracted-out salary related scheme exempt approved under Chapter I Part XIV- Income and Corporation Taxes Act 1988 (formerly Chapter II Part II - Finance Act 1970).
Any GMP Liability included in a transfer will be subject to full revaluation under Section 148 orders:
SFO reference: SF12/1897
ECON: E3900002R
SCON: S2700178F

Benefits Payable: Member has a statutory pension entitlement on completion of three months' membership (N.B. entitlement is automatic if transfer credit received).
Benefits become payable:
i) at age 65.
ii) at any age due to permanent ill-health.
iii) early retirement at age 50 or older, on the grounds of redundancy or efficiency.
iv) early retirement with the agreement of the member's employer at age 50 or older (the benefits may be reduced if the 85 year rule is not met, i.e. at the date of leaving the member's age and total scheme membership of the scheme adds up to 85 or more).
v) at age 60 or older, but the pension may be reduced (applies only if person was a member on 31 March 1998).

ALL PERIODS OF MEMBERSHIP IN THE LGPS COUNT FOR BOTH PERSONAL AND DEPENDENTS BENEFITS

Please turn over

PART TWO - FOR COMPLETION BY THE TRUSTEES/MANAGERS OF THE FORMER SCHEME

- (1) Name of transferring scheme:
- (2) Type of Scheme/Policy:
(e.g. COSR, COMP, COMB, APP, AVC etc.)
- (3) Total period of scheme membership:
(including any transfers received)
- (4) If scheme contracted-out via GMP etc. please state:
- Period of contracted-out employment
(above information also required if section 32 buy-out)
 - Total GMP (not revalued) per week
 - Post-1988 GMP (not revalued) per week
- (5) If scheme contracted-out via protected rights, please state:
- Scheme ASCON
 - Member's period of contracted-out membership
 - Member's Policy/Ref. No.
 - Value of 'contracted-out deduction'
(obtained from COEG using form CA1555).
Please do not issue your quotation without
this value
- (6) Total amount of Transfer Value available:
(inclusive of protected and non-protected rights)
- Value of Protected Rights (pre 1997):
- Value of Protected Rights (post 1997/Section 9(2)(B) rights):
- Value of Non-Protected Rights (pre 1997):
- Value of Non-Protected Rights (post 1997):
- Until when is the transfer value guaranteed?
- (7) Value of any accumulated AVC fund (do not include in
total amount of transfer value):
- Until when is the transfer value guaranteed?
- (8) Date scheme AVC commenced (if applicable):
- (9) Did member have FSAVCs? (If yes, please give details):
- (10) Have scheme benefits, including GMP etc., been fully
equalised in accordance with overriding legislation?
(If no, please be advised that the transferring scheme will retain
liability in respect of any unequalised benefits including GMP after
a transfer payment has been made.)

(11) The LGPS is unable to accept a transfer-in of a Pension Credit that has resulted from a Pension Sharing Order issued under the Welfare Reform and Pensions Act 1999.

- (12) Signed: Name and Address
(for and on behalf of the Trustees/Managers of the
above mentioned scheme) Administrators:
- Position:
- Date: Telephone No.:
- E-mail:

IMPORTANT WHEN COMPLETED, PLEASE SEND THIS FORM, TOGETHER WITH ALL OTHER TRANSFER VALUE CORRESPONDENCE, DIRECTLY TO YOUR FORMER MEMBER