

INSTRUCTIONS ON HOW TO CREATE AND INSERT A HANDWRITTEN SIGNATURE IN SAVE RB1 & RB1(D) FORMS

1. Write your signature on a white piece of paper.
2. Scan the page and save it on your PC/Laptop in a common file format: .bmp, .gif, .jpg, or .png. If you do not have a scanner available, take a close-up picture of the signature with a smartphone and send the image to your email address.
3. On your PC/laptop find the scanned image or find the emailed image in your inbox (check your junk folder) and save it on your computer in a common file format: .bmp, .gif, .jpg, or .png.
4. To insert and add your signature to the RB1/RB1(D) pdf form click in the signature box (highlighted below), click **browse** to locate file on your PC/laptop and once located, click **open** to insert the signature image.

Screenshot of form RB1 (front and back):

Form RB1
Claim for payment of retirement benefits

Member's Information
Pension reference number: 1 0
Surname: _____
First name(s): _____
Home address: _____
Post code: _____
Telephone number: _____
Mobile number: _____
Email address: _____
Date of birth: / /
Marital status: Single Married Divorced
Living with cohabiting partner Civil partner Widower/wife
Employer's name: _____
Date ceased employment: / /
Department: _____
Payroll number: _____ National insurance no.: _____
Post held: _____

Spouse's/Nominated Cohabiting Partner's/Civil Partner's Information
Surname: _____
First name(s): _____
Date of birth: / /

Voluntary Deductions
If you are currently paying to Birmingham Hospital Saturday Fund, Paycare or Simplyhealth and wish to continue with deductions from your pension, please complete the details below:
Name of Scheme: _____
(Add accountscheme number, if known)
Amount to be deducted monthly: £ / /
Date last contribution made: / /

I wish to claim the retirement benefits to which I am entitled under the provisions of the Local Government Pension Scheme (LGPS). Where this form is completed before retirement, I undertake to notify the Fund of any change in my status, or any other particulars given above which may occur between the date upon which this form is completed, and the date upon which my employment ceases.
If you would like to know the final pay which is to be used in the calculation of your benefits, please contact your employer.
As my pay has been reduced in the last ten years, I feel that an earlier year's pay may be more beneficial in the calculation of my pension benefits. Please could this be investigated. Please tick which (if appropriate)

When complete, please return to your employer with the following (please tick which copied) in an envelope:
Form RB1(D) and copies of your: Decree absolute
 Birth certificate Evidence of dissolved civil partnership
 Passport or driving license Spouse/partner's birth or death certificate
 Marriage/civil partnership certificate

Signed: _____
Date: / /

Important: If you are paying additional scheme contributions, please read carefully the information on the reverse of this form.

West Midlands Pension Fund
PO Box 2944, WOODBRIDGEHAMPTON WV11 1EP

Screenshot of form RB1(D):

Form RB1(D)
Payment of retirement benefits

Please complete this form in black ink.
Pension reference number: 1 0
Surname: _____
First name(s): _____
Date of birth: / / National insurance number: _____
Address: _____
Post code: _____
Telephone number: _____ Mobile number: _____
Email address: _____
Signed: _____
Date: / /

Please indicate the method by which you would like your benefits to be paid.
 Tick an appropriate box to receive both benefit payments to be made by the same method.

1) Bank Account Lump-sum Pension (Please request separate mandate if the account is held abroad)
Name of bank: _____
Branch: _____
Account number: _____ Sort code: / /
Name of account holder(s): _____

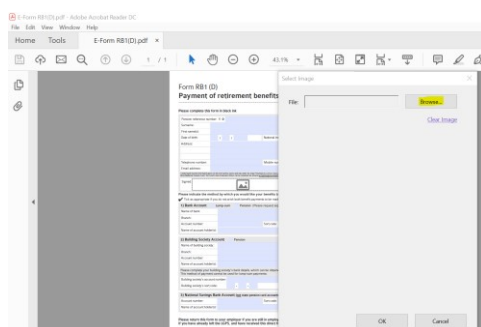
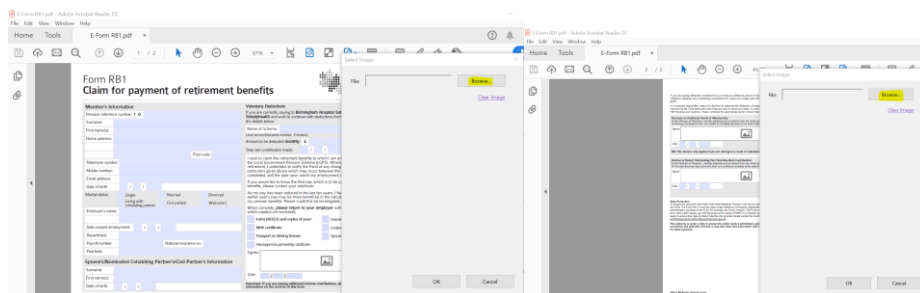
2) Building Society Account Pension
Name of building society: _____
Branch: _____
Account number: _____
Name of account holder(s): _____
Please complete your building society's bank details, which can be obtained from your building society upon request. This method of payment cannot be used for lump-sum payments.
Building society's account number: _____
Building society's sort code: / /

3) National Savings Bank Account Lump-sum and account Lump-sum Pension
Account number: _____ Sort code: / /
Name of account holder(s): _____

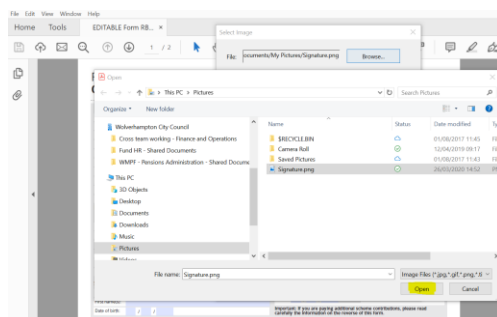
Please return this form to your employer if you are still in employment.
If you have already left the LGPS, and have received this direct from the Fund, please return it to us.

INSTRUCTIONS ON HOW TO CREATE AND INSERT A HANDWRITTEN SIGNATURE IN SAVE RB1 & RB1(D) FORMS

Clicking on the signature box, will allow you to **browse** your PC/Laptop to find the saved image of your signature.



Select your signature image from where you saved the document or image and click **open**.



Your signature will then populate the box:

As my pay has been reduced in the last ten years, I feel that an earlier year's pay may be more beneficial in the calculation of my pension benefits. Please could this be investigated. Please tick (if appropriate)

When complete, **please return to your employer** with the following (please tick which copie(s) are enclosed):

- | | |
|--|--|
| <input type="checkbox"/> Form RB1(D) and copies of your: | <input type="checkbox"/> Decree absolute |
| <input type="checkbox"/> Birth certificate | <input type="checkbox"/> Evidence of dissolved civil partnership |
| <input type="checkbox"/> Passport or driving license | <input type="checkbox"/> Spouse/partner's birth or death certificate |
| <input type="checkbox"/> Marriage/civil partnership certificate | |

Signed:

Date: