

Application to join the scheme

Information for the LGPS fund administrators



This form is to be completed by employees who are eligible and wish to join the Local Government Pension Scheme (LGPS) and are not already a member of the scheme for the period of employment to which this application applies to, or you have recently become a member of the LGPS and your employer will automatically start to deduct pension contributions from your pensionable pay.

Please complete this form with your relevant details.

For more information about the LGPS and joining the scheme, please visit our website at www.wmpfonline.com/joining or view our short video at www.wmpfonline.com/members

Remember to tell us if your personal details change (including your email address) as these are used in your annual benefits statement and other important information. Once you have received your membership certificate, this can be done by registering for a Pensions Portal account at www.wmpfonline.com/pensionsportal

Your Personal Details

Surname:

First name(s):

Previous names:

Home address:

Post code:

Date of birth:

Telephone number (home):

Telephone number (work):

Telephone number (mobile):

Email:

Title: Mr Mrs Miss Other Please specify: _____ Gender: Male Female

Marital status: Single Married Civil partnership Divorced Widowed Living with cohabiting partner

Payroll number (if known):

National insurance number:

Name of employer:

Occupation:

Do you have any other form of local government employment? Yes No

If yes, please give details:

Previous Pension Rights

Previous schemes/plan names/ LGPS funds	Type of scheme	Period of membership	Are you in receipt of this pension?	Were contributions refunded or transferred?
Please provide details of the administrators and your employer if different	For example: LGPS, personal pension plan, employers' scheme, FSAVC plan	Give dates	Yes/No	If transferred, please state to where
		From: To:		
		From: To:		
		From: To:		

Note: It is important that you tell us about any previous pension rights you hold, as they may affect your entitlement under the LGPS (continue on a separate sheet, if necessary).

If you were previously a member of the LGPS, were you making any additional contributions?
If yes, please state type (e.g. APC, ARC, AVC, purchase of membership).

Transferring Your Previous Pension Rights (including any previous LGPS pension rights)

An option to transfer into the scheme must be made within **12 months** of joining the LGPS (this can be extended if your employer allows). This is an employer discretion and you may wish to ask your employer what their policy is on this.

If you wish to consider a transfer of any previous pension rights, you must complete a separate transfer form which is available from the Fund. Alternatively, please tick the box below and a form will be sent to you on receipt of documentation from your employer. We will automatically provide you with your transfer option if you have previous LGPS benefits. For more information regarding transferring benefits into the LGPS, please view our short transfer guide www.wmpfonline.com/memberinfo

If you have previous pension rights, please tick the relevant box regarding transferring them

I wish to investigate the possibility of transferring my benefits to the LGPS. Please send me a transfer form (tick box).

I do not wish to investigate the possibility of transferring my benefits to the LGPS (tick box).

Signed:

Date:

Print name:

Our Service To You

We understand that you may have questions about your pension. Our dedicated Customer Services Team are available to support you at each stage of your retirement journey. Please see the contact details below:

- Phone: 0300 111 1665
- Email form: www.wmpfonline.com/emailus
- Pensions Portal Secure Message: <https://portal2.wmpfonline.com/>
- Written requests to West Midlands Pension Fund, PO Box, 3948, Wolverhampton, WV1 1XP

Alternatively, you may find the answer to your question at www.wmpfonline.com/joining

We are always looking to improve the service we provide. If you would like to share your experience with us, please visit www.wmpfonline.com/feedback

Did you know you can update all of your information by registering to use our Pensions Portal? Please visit www.wmpfonline.com/pensionsportal for more information.

If you are thinking of opting out of the LGPS, you might want to first consider the 50/50 section of the scheme. For more information about the 50:50 scheme and to view our short video, please visit www.wmpfonline.com/optingout

Data Protection

To protect any personal information held, West Midlands Pension Fund has an obligation to operate in line with the Data Protection Act 2018. The Fund may, if required, pass certain details to a third-party organisation in instances whereby they are carrying out administrative functions of the Fund, for example, the Fund's Actuary. For further details on the third parties engaged by the Fund, please view our privacy notice www.wmpfonline.com/privacynotice. The Fund may respond to requests for personal information from other public bodies, e.g. HM Revenues and Customs (HMRC) in connection with their statutory duties. Members who wish to apply to access their data on Data Protection Act grounds should contact the Fund's Data Protection Officer via email, at wmpfdataprotectionofficer@wolverhampton.gov.uk

This authority is under a duty to protect the public funds it administers and, to this end, may use information for the prevention and detection of fraud. It may also share this information with other bodies administering public funds solely for these purposes.

The Fund is required to appoint an auditor to audit our accounts. It is also responsible for carrying out data matching exercises. The Cabinet Office currently requires the authority to participate in a data matching exercise to assist in the prevention and detection of fraud. For more information, please visit <https://www.gov.uk/government/collections/national-fraud-initiative>

for employer use only

Pension reference number: