



## Application Form to join the Pension Scheme

This form applies to a person offered employment in which they are eligible to contribute to the Local Government Pension Scheme (LGPS), existing eligible employees who now wish to enter the Pension Scheme and employees who wish to investigate a possible transfer of pension benefits from their previous employments to the LGPS. Please complete this form if you intend to join the Pension Scheme and return it to your payroll department.

### Part A: For completion by the employee in all cases.

Title: Mr/Mrs/Miss/Ms/other:	<input type="text"/>	Forename(s):	<input type="text"/>
Surname:	<input type="text"/>		
Date of Birth:	<input type="text"/>	National Insurance Number:	<input type="text"/>
Your Address:	<input type="text"/>		
<input type="text"/>			Postcode: <input type="text"/>
Current marital status: Single/Married/Divorced/Widowed/Separated/Civil Partnership			
<input type="text"/>			
If you selected "Civil Partnership", please confirm current status of relationship: Existing Partnership/Dissolved Partnership/Surviving Civil Partner (Partner deceased)			
<input type="text"/>			
Pay No:	<input type="text"/>	Dept:	<input type="text"/>
Job Title:	<input type="text"/>		

### Declaration

I confirm that the details given on this form are complete and accurate and I declare that:

<b>I wish to become a member of the Local Government Pension Scheme. (Please tick relevant box)</b>	<input type="checkbox"/> New Employee	<input type="checkbox"/> Current Employee
Please attach your original birth certificate and any other original certificates or documents concerning your marital status. Failure to do so will result in a delay before any payments can be made subsequent to your leaving.	<input type="text"/>	<input type="text"/>

Signed: <input type="text"/>	Date: <input type="text"/>
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Your documents should be returned to your payroll department with this form. If you would like to investigate a possible transfer of your pension benefits from previous employments to the LGPS please complete Part B of this form.

All information provided in connection with Pension Scheme membership will be processed and stored in accordance with the requirements of the Data Protection Act 1998.

## Part B

An application for transfer of previous pension benefits must be made within 12 months of entering Hounslow's Pension Scheme.

If you would like us to investigate a possible transfer of pension benefits please provide your authorisation by signing below and enter the details of previous employments in relation to which you were a member of a pension scheme. Please also attach copies of any personal notifications regarding your membership of the schemes. Details regarding personal pension plans and/or stakeholder pensions should be included.

Please return this form and any supporting documents to your payroll department.

Signed:	<input type="text"/>	Date:	<input type="text"/>
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Contact name and address for previous employer's pension arrangements or your personal pension provider	Dates of employment		Place of employment	Please tick against the relevant line if you have had pension contributions refunded (R) pension compensation paid (C) or wish us to investigate a transfer (I)		
	From	To		R	C	I
<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"/>	<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"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

If you are in receipt of a Local Government Pension, you are required to notify the authority paying it that you have taken up further employment.

Have you opted to pay additional LGPS Scheme AVC contributions? If 'Yes' please attach full details.	Yes/No:	<input type="text"/>
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## Part C: For completion by the employer

To be completed if the employee intends to join the LGPS.

For admitted body employers – is the employee eligible to join the Pension Scheme as per your Admission Agreement?	Yes/No:	<input type="text"/>	
Hours worked per week:	<input type="text"/>	Hours worked per year:	<input type="text"/>
The employee is: (Please tick one box only)	<input type="checkbox"/> Whole time	<input type="checkbox"/> Part time	<input type="checkbox"/> Variable time
Does the employee have a contract of employment lasting at least 3 months? If no, the employee is not eligible to join the Pension Scheme.	Yes/No:	<input type="text"/>	

Payroll Declaration – I confirm that the employee HAS/HAS NOT been admitted to the LGPS.

Signed:	<input type="text"/>	Date:	<input type="text"/>
Name:	<input type="text"/>	Position:	<input type="text"/>