

## MEMBER LEAVER FORM: EXPLANATORY INFORMATION

You have been provided with this form by your employer as you have either left an employment or opted out of the pension scheme, ending your active LGPS membership in all or one of your eligible contracts. If you have more than one job (continuing membership), your pension from the job that has ended will be transferred automatically to your continuing pension account. You will be contacted in due course if we require you to make an election regarding these employments.

- ↗ If you built up less than 2 years LGPS membership you are entitled to a frozen refund (which can be held frozen for up to 5 years) and you will receive a statement confirming this in due course. You may also have the option to transfer your benefits or claim your refund.  
**(Please read/complete options 1 or 3 or wait for the statement)**
  
- ↗ If you built up more than 2 years LGPS membership you are entitled to a deferred pension and you will receive a statement in due course. You may also have the option to transfer your benefits, or if you are over 55 you can elect to claim your deferred pension at a reduced rate.  
**(Please read/complete option 2 or 3 or wait for the deferred statement)**

You will receive a statement of entitlement (or benefits aggregated together) in due course there is no need to complete this form if you are happy to wait for your statement.

Further information regarding your options on leaving before retirement can be found at  
[www.gloucestershirepensionfund.org.uk/members/leaving](http://www.gloucestershirepensionfund.org.uk/members/leaving)  
Please read before completing the leaver form.

Please return your completed form to the email address below

## MEMBER LEAVER FORM – DECISION REQUIRED

PERSONAL DETAILS												
Full Name						Title						
Home Address:						<input type="checkbox"/> Mobile						
						<input type="checkbox"/> Home						
						<input type="checkbox"/> E-Mail						
Date of Birth (verification needed)						Ni No						
Date of Leaving												
Employer & Pay No/Job Title												
Partnership Status												
1. Single		2. Married		3. Civil Partnership		4. Divorced		5. Widowed				
6. Dissolved Civil Partnership					7. Co-Habiting partner							
Partners Full Name							Partners DOB					
Date of marriage/civil partnership												

### 1. CLAIMING REFUND OF CONTRIBUTIONS (Under 2 years membership)

Please only complete and sign to receive a refund of contributions if you are eligible to do so. If we receive your request for a refund of contributions and you are ineligible, we will contact you. Please be aware that a tax amount of 20% will be taken from the refund, as required by HMRC.

Bank/Building Society Name													
Branch Address													
Sort Code							Account Number						
Roll Number (if applicable for certain Building Societies)													
SIGNED							Date						

## 2. CLAIMING DEFERRED BENEFITS (Over 55 & Over 2 years membership)

Please tick the box if you are over the age of 55 and wish to investigate receiving your pension benefits

Signed		Dated	
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## 3. TRANSFER OF PENSION RIGHTS

Please tick if you wish to investigate a transfer out

Yes

No

If **Yes**: Please contact your new pension provider as they will need to contact the pension office to request a *cash equivalent transfer value* to enable the investigation of a transfer to progress. Please complete the section and sign below to enable us to respond to your new pension provider, If **No** please leave the section blank:

Name of new pension provider	
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Contact details
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Signed		Dated	
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**PLEASE NOTE: If the total value of your LGPS benefits is more than £30,000 and you want to transfer to a defined contribution pension scheme, such as a personal pension scheme, you are legally required to take appropriate independent advice at your own cost.**