

# Application to join the Scheme Information for the LGPS fund administrators



Employee who is eligible to join the Local Government Pension Scheme (LGPS) but who is not a member of the Scheme for the period of employment to which this application applies.

Please complete this form with your relevant details.

For further information about the LGPS contact Customer Services on 0300 111 1665, visit our website at [wmpfonline.com](http://wmpfonline.com) or email us at [pensionfundenquiries@wolverhampton.gov.uk](mailto:pensionfundenquiries@wolverhampton.gov.uk)

Remember to tell us if you change your address, as this is used to send you your annual benefits statement and other important information.

## Your Personal Details (please complete this form using black ink)

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 (eg, ARC, AVC, purchase of membership).

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

An option to transfer must be made within **12 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.

If you wish to consider a transfer of any previous rights, you must complete a separate transfer form available from the Fund. To obtain the necessary form immediately, please contact **Customer Services** on **0300 111 1665**. Alternatively, please tick the box below and a form will be sent to you on receipt of documentation from your employer.

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

The Fund at Wolverhampton is always looking for ways to improve its service and has introduced a new personal service that lets you take care of most of your LGPS needs by telephone.

You can call to check your membership details, request personal information or even change your address.

Every time you call the Fund to request personal details or to make a change, you will be asked to confirm your password and at least two pieces of information personal to you. When staff are confident about your identity, they will process your request and provide written confirmation of any change actioned by you.

If you would like to register for this service, you must first complete a password registration form (this will automatically be sent to you with your membership certificate).

Information produced by the Fund can be made available in a number of formats, including large-sight text, Braille and several community languages. If you have any special requirement, please contact us to arrange how we may best meet your needs.

### Combined Benefits Statements

It is the Fund's intention to move towards the production of a combined benefits statement. This will mean we will be able to provide you with a comprehensive listing of the pension benefits that you are due to receive from the LGPS and state scheme at retirement.

If you have any objection to the Fund obtaining details of the state pension benefits that you will be entitled to at retirement, you should write to the Fund and request that your details are excluded from this process.

### 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. 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](mailto: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>

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

Further details about the Fund are available on our website which can be found at [wmpfonline.com](http://wmpfonline.com)