

# Active Member Transfer Request

## How to Transfer Your Previous Pension Rights Into the Local Government Pension Scheme (LGPS)

### Which of My Previous Pension Rights Can I Transfer?

If you have membership in any previous pension scheme or policy you may be able to transfer benefits over to the LGPS. If you do, you will be awarded an earned pension in the LGPS.

The LGPS is normally able to accept transfer payments from:

- other LGPS funds
- any occupational pension scheme
- any AVC arrangement\*
- a personal pension plan\*
- a section 32 buy-out\*
- a self-employed pension arrangement\*

\* Please note that the 'policy' provider is likely to ask you (immediately before they will release any transfer payment) to return your original policy documents. Please ensure you have these documents to hand and that they are kept in a safe place until they are required.

### Important

**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.**

### What Do I Do Next If I Wish to Transfer My Previous Pension Rights?

Please follow these instructions:

- 1) Complete **Part One** ('Transfer Value Request') of this form now. Please do not complete Part Two; this is for the trustee/managers of your previous pension scheme to complete.  
(If you have more than one transfer you should photocopy the Transfer Value Request (Parts One and Two) as many times as required, i.e. complete a separate request for each transfer.)
- 2) Send **Parts One and Two** to the trustee/managers of your previous pension scheme without delay.  
If you do not have the address of the trustees/managers of your previous pension scheme you should be able to find this information by contacting either:
  - a) your former employer,
  - b) the insurance company to which your personal pension plan etc. relates,
  - c) The Pensions Regulator who can be contacted by phone on **0345 600 0707** or visit their website [www.thepensionsregulator.gov.uk](http://www.thepensionsregulator.gov.uk)
- 3) The trustees/managers of your pension scheme will normally send you full transfer value details within a few months. Please send this information, and any other correspondence received, to the **West Midlands Pension Fund** immediately (address shown below). **You must not complete any transfer payment discharge forms at this stage – send everything to the Pensions Administration Service.**

*N.B. If you do not receive the information you have requested within a few months, you should contact your former scheme to establish the reason for the delay – the law now says that you are entitled to appropriate transfer value information (including whether or not a transfer is possible) within strict deadlines. These are your rights and you are encouraged to assert them so that your transfer is not unnecessarily delayed – remember, if your transfer is not completed within 12 months your membership credit in the LGPS could be greatly reduced.*

### What Happens Next?

When the Fund receive your transfer value details they will write to you, usually within two months, to advise you of the estimated earned pension available from the transfer of your previous pension scheme rights.

If there is likely to be any delay, e.g. because the transfer value information is not complete, you will be advised accordingly.

When you receive details of the earned pension from the Fund, you will normally be asked to decide whether or not you wish the transfer to proceed.

# Former member transfer value request

## Important Note

Please complete and sign **PART ONE** of this form only if you wish to request transfer information from your former scheme. **Do not complete PART TWO overleaf.** This is for completion only by the trustees/managers of your former scheme. Please arrange for **BOTH** parts of the form to be forwarded to your former scheme

## PART ONE – About You

Full name	<input type="text"/>	National insurance number	<input type="text"/>
Marital status	<input type="text"/>	Date of birth	<input type="text" value="D"/> <input type="text" value="D"/> <input type="text" value="M"/> <input type="text" value="M"/> <input type="text" value="Y"/> <input type="text" value="Y"/> <input type="text" value="Y"/> <input type="text" value="Y"/>
Current employer	<input type="text"/>	Reference number	<input type="text"/>
Date left previous scheme	<input type="text" value="D"/> <input type="text" value="D"/> <input type="text" value="M"/> <input type="text" value="M"/> <input type="text" value="Y"/> <input type="text" value="Y"/> <input type="text" value="Y"/> <input type="text" value="Y"/>	Policy/Ref no.	<input type="text"/>
Title of pension scheme to which contributions were previously made	<input type="text"/>		
Address for ALL correspondence	<input type="text"/>		

## Declaration

Please send me details of my accrued benefits to date including cash equivalent transfer value information (guaranteed as appropriate). You are asked by my new scheme administrators to complete **PART TWO overleaf.** Further information about my scheme, the Local Government Pension Scheme (LGPS) is given below.

**I request that all correspondence is sent direct to me at the address shown above.**

Do not send any correspondence or payment to my new scheme at this stage. They will contact you at a later date should I wish to proceed. My signature below gives my prior consent to release any relevant information they may require.

Signature	<input type="text"/>	Date	<input type="text" value="D"/> <input type="text" value="D"/> <input type="text" value="M"/> <input type="text" value="M"/> <input type="text" value="Y"/> <input type="text" value="Y"/> <input type="text" value="Y"/> <input type="text" value="Y"/>
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## Information about the Local Government Pension Scheme

<b>Full name of receiving scheme</b>	Local Government Pension Scheme
<b>Scheme administrator</b>	West Midlands Pension Fund, PO Box 3948, Wolverhampton, WV1 1XP
<b>Scheme details</b>	<p>For your information the Local Government Pension Scheme is a registered public service scheme under Chapter 2 of Part 4 of the Finance Act 2004. It achieved automatic registration by virtue of Part 1 of Schedule 36 of that Act (because the Scheme was, immediately before 6 April 2006, both a retirement benefits scheme approved under Chapter 1 of XIV of the Income and Corporation taxes Act 1988 and a relevant statutory scheme under section 611A of that Act). Any GMP liability included in a transfer will be subject to full revaluation under Section 148 orders:</p> <ul style="list-style-type: none"> <li>• PSTR Number: 00329946RE</li> <li>• ECON: E3900002R</li> <li>• SCON: S2700178F</li> </ul>
<b>Benefits payable</b>	<p>Member has a statutory pension entitlement on completion of two years' qualifying membership. Benefits become payable:</p> <ol style="list-style-type: none"> <li>i) At normal pension age (NPA), which is linked to state pension age (SPA) with a minimum of age 65.</li> <li>ii) At any age due to permanent ill health.</li> <li>iii) Early retirement from age 55, on the grounds of redundancy or efficiency.</li> <li>iv) Early retirement with the agreement of the member's employer from age 55 but the pension will be reduced to reflect that it is being paid before NPA.</li> </ol>

**PART TWO – For Completion by the Trustees/Managers of the Former Scheme**

Name  Reference number

1) Name of transferring scheme

2) Type of scheme/policy (e.g. COSR, COMP, COMB, APP, AVC, etc)

3) Total period of scheme membership (including any transfers received)

4) If scheme contracted-out via GMP etc, please state:  
 Period of contracted-out employment (also required if section 32 buy-out)   
 Total GMP (not revalued) per week

5) If scheme contracted-out via protected rights, please state:  
 Scheme ASCON   
 Member's period of contracted-out membership   
 Member's policy/Reference number   
 Value of 'contracted-out deduction' (obtained from COEG using form CA1555). Please do not issue your quotation without this value.

6) Total amount of transfer value available (inclusive of protected and non-protected rights)  
 Value of protected rights (pre-1997)   
 Value of protected rights (post-1997/ section 9(2B) rights)   
 Value of non-protected rights (pre-1997)   
 Value of non-protected rights (post-1997)   
 Until when is the transfer guaranteed?

7) Value of any accumulated AVC fund (do not include in total amount of transfer value)  
 Until when is the transfer value guaranteed?

8) Date scheme AVC commenced (if applicable)

9) Did member have FSAVCs? (If yes, please give details)  Yes  No

10) Have scheme benefits, including GMP etc, been fully equalised in accordance with overriding legislation? (If no, please confirm that the transferring scheme will retain liability in respect of any unequalised benefits including GMP after a transfer payment has been made)  Yes  No

**PART TWO – For Completion by the Trustees/Managers of the Former Scheme (continued)**

11) The LGPS is unable to accept a transfer-in of a pension credit that has resulted from a pension sharing order under the Welfare Reform and Pension Act 1999.

Signed

For and on behalf of the trustees/managers of the above-mentioned scheme

Name and address

Telephone number

Position

Date

D	D	M	M	Y	Y	Y	Y
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Email

**Important**

When completed please send this form, together with all other transfer value correspondence, directly to your former member