



## Local Government Pension Scheme

### Opt out form

If you want to opt out of pension saving, please read the information on this form and complete the declaration overleaf. The completed form should be returned to your employer. **(Please see note – Where do I send the form?)**

### Important information about opting out of the LGPS

- The government has introduced new laws designed to help people save for their retirement. It requires all employers to enrol their workers into a workplace pension scheme if they are not already in one. This is known as automatic enrolment.
- Although you can opt out of the Local Government Pension Scheme (LGPS) at any point after you start work, under automatic enrolment your employer may have to put you back into the pension scheme and start deducting contributions again.
- Your employer must tell you if they enrol you into the LGPS.  
If you become a member but you do not want to be, you will need to opt out by completing another opt out form, even if you have only recently done so.
- If you stay opted out, your employer will normally put you back into pension saving in around 3 years, but because of the way the new laws work, it could be much sooner so it is important to read, and act on if necessary, any information that your employer gives you.

### What happens if you opt out?

- You must return the completed form to your employer who will stop deducting contributions and tell the Pensions section that you are no longer a member.
- If you opt out of the LGPS before completing 3 months membership you will be treated as never having been a member and your employer will refund the contributions to you through your pay. If you opt out of the LGPS with 3 or more months membership and before completing the 2 years **vesting period** you can take a refund of your contributions (less any statutory deductions) or transfer out your pension to another scheme. If you opt out of the LGPS after meeting the 2 years **vesting period** you will have deferred benefits in the scheme and will generally have the same options as anyone leaving their job before retirement. If you opt-out, you can, provided you are otherwise eligible to join the scheme, opt back into the scheme at any time before age 75.

## What you need to know

By law we are required to make you aware of the following.

- Your employer cannot ask you or force you to opt out of a workplace pension scheme. If you are asked or forced to opt out, you can tell the Pensions Regulator - see [www.thepensionsregulator.gov.uk](http://www.thepensionsregulator.gov.uk)
- If you decide to opt out of membership of the LGPS and subsequently change your mind you will be able to re-join the scheme provided you are under age 75 and you remain in an employment that qualifies you for membership of the scheme. Please contact your employer if you want to opt back in.
- If you stay opted out, your employer will normally put you back into the pension after three years.
- If you change your job, your new employer will normally put you back into a pension scheme straight away.
- If you have another job, your other employer might also put you into pension saving now or in the future. This notice only allows you to opt out of pension saving with the employer you name above. *A separate notice must be completed and given to any other employer you work for, if you wish to opt out of that employer's pension scheme as well.*
- **If you opt out of the LGPS in employment (other than a concurrent employment) on or after 11 April 2015 with an entitlement to a deferred benefit and subsequently rejoin the scheme you will not be able to aggregate your periods of membership.**

## Where do I send the form?

The completed form should be returned to your employer.

**If your employer is Durham County Council** please return the completed form to Human Resources, Green Lane, Spennymoor, Co. Durham, DL16 6JQ.

Alternatively you can email the form to the address relevant to area of the Council you work in:

|                                |  |
|--------------------------------|--|
| CYPS & AHS:                    | <a href="mailto:HRCYPS@durham.gov.uk">HRCYPS@durham.gov.uk</a>           |
|                                | <a href="mailto:HRAHS@durham.gov.uk">HRAHS@durham.gov.uk</a>             |
| Regeneration & Local Services: | <a href="mailto:HRREAL@durham.gov.uk">HRREAL@durham.gov.uk</a>           |
| Resources:                     | <a href="mailto:hrResources@durham.gov.uk">hrResources@durham.gov.uk</a> |
| School-based staff:            | <a href="mailto:hrSchools@durham.gov.uk">hrSchools@durham.gov.uk</a>     |
| Transformation & Partnerships  | <a href="mailto:HRTAP@durham.gov.uk">HRTAP@durham.gov.uk</a>             |

- Please quote 'Pensions auto enrolment query' in the subject heading
- Your Email must include a statement confirming that you have personally submitted the form.

**For other employers** - you should return the completed form to your Human Resources or Payroll section as appropriate. Please note; if you are sending the form electronically, your Email must include a statement confirming that you have personally submitted the form.

| Personal information |        |                 |
|----------------------|--------|-----------------|
| Surname:             | Title: |                 |
| First name(s):       |        |                 |
| NI number:           | D.O.B. | Payroll number: |
| Name of employer:    |        |                 |

### Declaration and signature

I declare that by opting out of the Local Government Pension Scheme (LGPS) I am giving up the opportunity to participate in the LGPS which would provide a guaranteed package of benefits which are backed by law including:

- **a secure pension** – payable for life that increases with the cost of living
- **tax free cash** – the option to exchange part of my pension for some tax-free cash at retirement.
- **life cover** – with a lump sum of three times my final pay if I die in service.
- **voluntary early retirement** – from age 60 (even though the scheme's normal pension age is 65) or from as early as age 55 provided my employer agrees. Benefits drawn before normal pension age may be reduced for early payment.
- **serious ill-health cover** – if I have to retire due to a serious illness I could receive immediate benefits based on an enhanced period of scheme membership
- **redundancy cover** – with early payment of pension benefits if I am made redundant or retired on business efficiency grounds at 55 or over.
- **cover for my family upon my death** – including a survivor's pension for my husband, wife, civil partner or nominated cohabiting partner as well as children's pensions.

- I have read the above and understand that the choices I make now are important in planning for my retirement.

- I confirm that I wish to opt out of pension saving in the following posts

Job title – Post 1 : \_\_\_\_\_

Job title – Post 2 : \_\_\_\_\_

Job title – Post 3 : \_\_\_\_\_

- I understand that if I opt out I will lose the right to pension contributions from my employer.
- I understand that if I opt out I may have a lower income when I retire.
- **I understand that if I rejoin the scheme in future I cannot automatically aggregate new benefits with any previous membership I may have.**

**Your signature:**

**Date:**

**Please note;** For the opt out to be valid, the date above must not be earlier than the date you started employment in the role(s) for which you are choosing to opt out of pension saving. You cannot sign and date it before then as it will be treated as an invalid opt out.