



Pension transfer booklet



This booklet sets out the process for transferring previous pension rights into the Dorset County Pension Fund.

If you have previous membership in the Local Government Pension Scheme, please read section 1 of this booklet and complete transfer form A.*

For a transfer of any other previous pension benefits (public sector scheme, private sector scheme, personal pension or stakeholder pension) you should read section 2 of this booklet and complete form B.

Any transfer of benefits into the Dorset County Pension Fund must be applied for within 12 months of joining the scheme.

* If you are moving between employers in the Dorset County Pension Fund you do not need to complete a transfer form.

Section 1 - Transfer of previous Local Government Pension Scheme benefits

Unless you specifically elect not to transfer your previous Local Government Pension Scheme (LGPS) benefits to the Dorset County Pension Fund, these benefits will automatically be combined with your new pension account.

If you **elect to keep these benefits separate**, your retirement benefits will be:

- the deferred benefits in respect of your previous job, increased in line with inflation.
- the benefits on retirement from your new job.

If you **combine the benefits**, you will receive:

- benefits based on your new job, plus the transferred pension benefits. All pension accrued post April 2014 will be based on the pension amount added to your account yearly.

If all of your service is post 1 April 2014 there would be no advantage in keeping pension benefits separate.

If you have previous membership within the LGPS, please complete Transfer Form A and we will write to you explaining your options and providing more information.



Transfer form A

Request for transfer of previous Local Government Pension Scheme (LGPS) benefits

1. Personal details

First names: Surname:

Title: Mr Mrs Miss Ms Other

NI Number: Date of birth:

Address:

Post code:

E-mail address: Tel No:

2. Previous LGPS membership

Please give details of the most recent job where you paid into the LGPS:

Employer's name and address:

Your old post or job title:

Date started:

Date left:

3. Other LGPS membership - Please also list any other jobs in which you contributed to the LGPS

Employer's name and address:

Date started:

Date left:

Employer's name and address:

Date started:

Date left:

Employer's name and address:

Date started:

Date left:

Are you already receiving an LGPS pension? Yes No

If yes, who pays this?

4. Declaration and authority

The details in this form are correct to the best of my knowledge.

I understand that under The Local Government Pension Scheme 2013 Regulations my previous local government pension benefits will be automatically transferred to the Dorset County Pension Fund (DCPF) unless I elect to keep them separate within 12 months of joining the DCPF.

Signed:

Date:

Please return this form to:

Dorset County Pension Fund
County Hall
Dorchester
Dorset
DT1 1XJ

If you have not received an acknowledgement of your request within three months of completing this form, please contact us on 01305 224845.

Section 2 - Transfer of any other previous pension benefits into the Dorset County Pension Fund

What if I have previous membership of a Local Government Pension Scheme (LGPS)?

If you have previously been a member of the LGPS, please read section 1 of this booklet 'Transfer of previous LGPS benefits' and complete transfer form A if applicable.

What if I have previous membership of another public sector pension scheme?

The Dorset County Pension Fund is part of the LGPS, which is a member of the Public Sector Transfer Club. The Club is a network of public sector pension schemes which have agreed to pay and receive transfers on the same basis. We cannot accept a request to transfer under club rules unless it is received within a year of you joining the Dorset County Pension Fund.

What if I have previous pension rights with a private sector scheme, personal pension or stakeholder pension?

The request to transfer your benefits needs to be made within 12 months of joining the Dorset County Pension Fund.

What must I do?

Before we can look at transferring your previous benefits into the Dorset County Pension Fund we first need the transfer details from your previous pension provider. **You are expected to give us this information.**

To make sure we receive all the relevant information and to make things easier for you, we have prepared some simple forms for you to complete and send to your previous pension provider(s).

Your first step is to **complete transfer form B and send it with guidance notes C** to your previous pension provider(s). Your previous pension provider(s) should then send you the transfer details. If you have more than one pension to transfer, please photocopy these documents and send them to all providers you wish to involve.

What if I do not have my previous pension provider's current address?

You should write to:

Pension Scheme Registry
PO Box 1NN
Newcastle Upon Tyne
NE99 1NN

or call 0191 225 6393/4

All pension schemes must be registered. The Pension Scheme Registry should be able to give you an address. To help it trace the address you should give as much information as you know about the previous pension scheme provider. Once you have the correct address, you will be able to send form B and guidance notes C to your previous pension provider(s).

What happens next?

Your previous pension scheme(s) will give you details of your previous pension and the transfer value payable, ie the amount of money it will pay us if you transfer your benefits into the Dorset County Pension Fund. Please send this information to us immediately as transfer values are usually guaranteed for only three months and some schemes have a much shorter guarantee period. We can then give you an estimate of the benefits that would be awarded in the LGPS, and enable you to make a decision within the guarantee period.

Please send the transfer information to:

Dorset County Pension Fund
County Hall
Dorchester
Dorset
DT1 1XJ

What will Dorset County Pension Fund do when they receive the transfer figures?

We will use the information to estimate the pension benefits that the transfer would buy in the Dorset County Pension Fund. We will tell you the current value of the pension it will provide. You should compare these benefits with those from your previous pension scheme(s).

I have received my transfer estimate from Dorset County Pension Fund. What happens next?

You must decide whether you want the transfer to go ahead. We cannot advise you on this. You may wish to consult an independent financial advisor, who may charge a fee.

If you decide to go ahead, please read the letter included with your transfer estimate. Complete the relevant form and return it to Dorset County Pension Fund. A request will then be sent to your previous pension provider for them to pay the transfer value to Dorset County Pension Fund. After receiving this payment we will send you a letter confirming the pension benefit you have been awarded.

If you do not return your completed form to your previous pension provider(s) within their guarantee period, the transfer value may change, giving a different amount of pension benefit. Some pension schemes require a fee for providing a second transfer value within a 12 month period. Dorset County Pension Fund will not pay any charges in these circumstances.

Transfer form B

Member's details

Dear Pension Provider,

I am considering transferring the pension rights I have with you into the Dorset County Pension Fund, part of the Local Government Pension Scheme. I have given my personal details below. Please provide the transfer information requested overleaf and enclose all the discharge forms that will have to be completed if I wish to proceed with the transfer. Please send these to my home address with a copy of this form so that I can pass the details on to my new scheme.

I give my consent to the disclosure of any additional information about my pension to the Dorset County Pension Fund.

Please process this estimate request quickly, but do not send payment at this stage.

I will contact you again if I want the transfer to proceed.

Yours sincerely,

Signature: _____ Date: _____

Personal details

First names: Surname:

Title: Mr Mrs Miss Ms Other

NI Number: Date of birth:

Address:
 Post code:

E-mail address: Tel No:

Status: Married Single Divorced Widow/er Cohabiting partner Civil partner

Name of current employer: Start date in current job:

Name of previous pension scheme:

Membership / policy number:

Address:
 Post code:

Period of membership from: to:

Guidance notes C

To the pension provider

If you can offer a transfer value, please give the details requested below and return the information to the member.

If the transfer value includes a pre 1997 protected rights element, details of the Contracted Out Deduction (COD) must be included with the transfer information. Without the COD we will have to return the transfer estimate to the member.

If you need the Dorset County Pension Fund and/or the member to sign any discharge papers, please make sure you include them when you send the transfer details to the member.

Details required if you are an occupational scheme:

- The dates of service upon which the employee's entitlement to benefits is based
- The dates of contracted out employment if different
- The weekly amount of GMP accrued to the date of leaving and type of revaluation operated split pre and post 1988 (Pre 1997 protected rights must be converted into a GMP before sending the transfer estimate)
- Your PSTR number
- Your ECON and SCON number
- The transfer value (excluding any AVC fund)
- Value of any accumulated AVC fund
- Date the scheme AVC fund began
- Post 1997 protected rights
- Current benefits value
- Details of any pension sharing or earmarking orders.

Details required if you are a personal pension arrangement:

- The dates of membership of the pension arrangement
- The basis of your HMRC approval
- Your ASCON number
- The weekly COD accrued to the date of leaving, split pre and post 1988. (Protected rights must be converted into a COD before sending the transfer estimate)
- Transfer value
- Details of any pension sharing or earmarking order

Information about the Local Government Pension Scheme (LGPS)

The LGPS is a 'statutory scheme' and became a registered pension scheme on 6 April 2006 in accordance with paragraph (1) of schedule 36 of the Finance Act 2004.

The scheme's PSTR number is 00329946RE

ECON: E3900002R

SCON: S2700146N

GMP Revaluation Rate: Section 148 Orders

LGPS SF reference number: 49/9

Please regard this as authority for you to contact HMRC Pension Schemes Services Office for confirmation of scheme status or any related issues.

Scheme administrator: Dorset County Pension Fund, County Hall, Dorchester, Dorset, DT1 1XJ

Tel: 01305 224845