

# The Local Government Pension Scheme

## Pension membership form

Please ensure that you complete all details below as requested to ensure that your membership is processed as efficiently as possible. If you have any questions, please feel free to contact us via the correspondence at the base of this form, otherwise please pass the completed form to your HR Frontline / Payroll department.

First names:  Surname:

Title:  Mr  Mrs  Miss  Ms  Other

Any previous names, including maiden name:

Partnership status:  Single  Married / Civil partnership  Divorced / Dissolved partnership  Widow(er) / Surviving partner  Cohabiting

Please enclose photocopies of the following where applicable. Failure to do so will delay the payment of benefits:

- Birth certificate
- Partner's birth certificate
- Marriage certificate
- Civil partnership certificate
- Divorce certificate / Dissolution order

NI Number:  Date of birth:

Address:   
  
 Post code:

E-mail address:  Tel No:

Employing authority:

Employed as (job title):

Employment start date:

Contracted weekly hours:  Contracted weeks per year:

If you hold more than one job with the authority specified above, please provide full details of the other position including; job description, employment start date, current contracted weekly hours.

Do you have previous local government service? If so, please see 'Part A' overleaf.

Do you have pension rights elsewhere? If so please see 'Part B' overleaf.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## Declaration of previous pension rights.

Please use Part A and / or Part B to inform us of any previous pension rights that you have accrued.

### Part A - Previous Local Government service

Previous Local Government employer	Service From To		Type of award + Policy number E.g. refund, transfer, preserved benefit, retirement

If you were paying additional contributions please tick the appropriate box;

Freestanding AVC  Additional years  Additional Regular Contributions (ARC)   
Scheme AVC  2/80ths increase  Additional Pension Contributions (APC)

### Part B - Other previous pension rights (Non Local Government)

Employer or personal pension provider + address	Service From To		Type of award + Policy number E.g. refund, transfer, preserved benefit, retirement

If you would like to be sent information about the possibility of transferring your previous pension rights into Dorset County Pension Fund, please tick the box below and we will send you a Transfer Information Booklet.

**The option to transfer service in must be made within 12 months of joining the Scheme.**

I would like to investigate the possibility of transferring previous pension rights (please tick this box).

**I confirm that I have disclosed my previous pension rights to the best of my knowledge.**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

### Online access to your pension record

Using My Pension, the Dorset County Pension Fund's secure online pension website, you are able to check your pension record online and update your personal information and contact details. You can register for My Pension at <https://mypension.dorsetcouncil.gov.uk/>

Using My Pension you can keep your Expression of Wish for any lump sum payment made in the event of your death updated. It is important to update your Expression of Wish should your personal circumstances change. Please note that the Dorset County Pension Fund retains absolute discretion with regards to the distribution of the benefits.