

**The Local Government Pension Scheme (LGPS)
Surrey Pension Fund
LG6 Election to join the LGPS**



2018 V1

You should complete this form if you elect to join the LGPS. If you elect to join the scheme in more than one post you must complete a separate election form for each post.

Please make sure that you fully complete the form and return it to your employer so that they can arrange for your scheme membership to begin from the next available pay period.

More information about the benefits offered by the LGPS can be found on the national website for LGPS members: www.lgpsmember.org

Your Personal Details

| | | | |
|----------------------------------|----------------------|----------------------|----------------------|
| Surname | <input type="text"/> | Title | <input type="text"/> |
| Forename(s) | <input type="text"/> | Date of birth | <input type="text"/> |
| National Insurance Number | <input type="text"/> | | |
| Home address | <input type="text"/> | | |
| | Post code: | | |
| Email address | <input type="text"/> | | |

Employment details

Please provide the following information for the post in which you are electing to join the LGPS

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|---------------------------------|----------------------|
| Employer | <input type="text"/> |
| Pay reference (if known) | <input type="text"/> |
| Job title | <input type="text"/> |

Declaration

I elect to join the LGPS for the job I have named above.
I understand that my membership of the scheme will start from the next available pay period

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|---------------|----------------------|-------------|----------------------|
| Signed | <input type="text"/> | Date | <input type="text"/> |
|---------------|----------------------|-------------|----------------------|

If you are employed by Surrey County Council or a Surrey School, please return this form to:
Pension Services, Surrey County Council, County Hall, Penrhyn Road, Kingston, KT1 2DN

If you are employed by another employer, please return this form directly to your employer's HR/payroll department.

EMPLOYER – please read the instructions overleaf

LG6 Election to join the LGPS – notes for employers

2018 V1

Instructions for the employer receiving this form

An employee has completed this form because they have elected to join the LGPS in the post that they have provided details of on the first page. On receiving this form you should take the following actions:

- Check that the member is entitled to join the LGPS in this post
 - The employee is under age 75
 - The employee is not entitled to join another pension scheme in this post (eg Teachers' Pension Scheme)
 - If you are a designating body (such as a town or parish council) or an admission body the employee may not have an automatic right to join the LGPS. Please confirm whether the employee has the right to join the LGPS and only proceed to the next stages if they do
- Take the appropriate action to arrange for pension contributions (employee and employer contributions) to start to be deducted from the next available pay period after you receive the member's election to join the LGPS.
Please note that it is **not possible for membership of the LGPS to be backdated** to a date before you received the completed opt in form.
- Provide the employee with the guide 'LGPS – Introduction for Employees'
- Notify the Pensions team that the employee has joined the LGPS by your normal method of letting us know about new starters (completing a new joiner spreadsheet, setting up a pension record directly using the Employer Portal or completing form LG1)

If you have any questions about this form, please contact the Pensions Helpdesk

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| By email | myhelpdeskpensions@surreycc.gov.uk |
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Remember any emails that include members' personal details must be sent securely

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| By phone | 0300 200 1031 (9am to 4pm) |
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| By post | Pension Services, Surrey County Council, County Hall, Penrhyn Road, Kingston upon Thames, KT1 2DN |
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