



# Pension transfer booklet

Wiltshire Pension Fund  
part of the  
Local Government Pension Scheme

## Pension transfer booklet

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

If you have previous membership in the Local Government Pension Scheme that you would like to transfer into Wiltshire Pension Fund, 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 Wiltshire Pension Fund must be applied for within 12 months of joining the scheme.**

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

## Section 1 - Transfer of previous Local Government Pension Scheme benefits

Unless you specifically opt to transfer your previous Local Government Pension Scheme (LGPS) benefits to the Wiltshire Pension Fund, these benefits will remain as separate deferred benefits with your previous LGPS provider.

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

- the deferred benefits in respect of your previous job (based on the service and final salary in your previous job), increased in line with inflation.
- the benefits on retirements from your new job (based on the service and final salary in your new job).

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

- benefits based on your new job, plus the transferred service credit from your previous job and on the final salary you received in your new job.

Therefore, if the whole time equivalent salary in your new job is less in real terms (after taking into account inflation) than your previous job, and is unlikely to equal or exceed it over time, you may want to keep your benefits separate.

As well as checking that your new salary is higher or likely to be higher than your previous salary, you need to consider some other factors. The table opposite outlines these:

Factor	Effect of keeping separate benefits	Effect of transferring benefits
Future job changes	The deferred benefits from your previous job cannot be transferred to any further local government job after your current job.	Your previous and current periods of membership can be transferred to a future local government job.
Death grant payable	Death grant equal to the deferred benefit lump sum (if you left your previous job before 1 April 2008) or five times the pension (if you left your previous job on or after 1 April 2008) <b>plus</b> death grant equal to three times your contractual pay in the new job.	Death grant equal to three times your contractual pay in your new job.
Eligible retirement date (ERD – the earliest date you can receive unreduced benefits)	Deferred benefits will be payable without reduction from your ERD, which may be before but not later than age 65.  The ERD in the new job will be calculated excluding service in the previous job and may be later than the ERD in the previous job.	All benefits will be payable on the ERD relating to the new job, after taking into account any 85 year rule protections (see our website for more information).  This may be a later date than would have applied to the separate deferred benefits. You need to consider whether the increase in salary in the new job is sufficient to compensate if there is a later ERD.
Added years contracts	If you chose to buy added years in your previous job, this will cease at the date of leaving your previous job.  You cannot set up a new contract in your new job as added years cannot be purchased after 1 April 2008.	If you chose to buy added years in your previous job, this can continue, provided the gap between jobs is less than 12 months and you pay arrears for the period of the gap within three months of rejoining.
Additional regular contributions (from 1 April 2008 only)	If you chose to make additional regular contributions in your previous job, this will cease at the date of leaving your previous job.  A new contract can be set up in your new job.	Any existing arrangement to make additional regular contributions can continue, provided the gap between jobs is less than 12 months and you pay the arrears for the period of the gap within three months of rejoining.

More information is available in a separate leaflet 'Changing jobs within the LGPS'. You can download it from our website [www.wiltshirepensionfund.org.uk/about-the-scheme/transfers.htm](http://www.wiltshirepensionfund.org.uk/about-the-scheme/transfers.htm), or by contacting us on 01225 713613.

If you wish to transfer your previous LGPS benefits to the Wiltshire Pension Fund, please complete transfer form A within this booklet, and send it to the Wiltshire Pension Fund office.

**Under LGPS rules you are only allowed a period of 12 months from the date of joining the scheme to apply for a transfer of benefits.**



# Transfer form A

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



Requests to combine previous LGPS membership must be made **within 12 months** of starting your new job.

1. Personal details																					
Name _____	Title _____																				
Address _____																					
_____	Postcode _____																				
National Insurance number	<table border="1"> <tr> <td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td> </tr> <tr> <td>D</td><td>D</td><td>M</td><td>M</td><td>Y</td><td>Y</td><td>Y</td><td>Y</td><td> </td><td> </td> </tr> </table>											D	D	M	M	Y	Y	Y	Y		
D	D	M	M	Y	Y	Y	Y														
Date of birth																					
Email address _____	Telephone _____																				

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. Election to transfer previous LGPS benefits
I wish my previous LGPS benefits with the above employer to be transferred to my current job with (insert current employer's name) _____

4. 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? _____



## 5. Declaration and authority

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

Where I have elected to transfer membership from my previous LGPS fund, I ask the Wiltshire Pension Fund to notify this to the previous fund. I ask my previous fund to treat it as a formal election to combine membership and I authorise them to provide the Wiltshire Pension Fund with any relevant information.

I understand that I can combine only my most recent LGPS membership with my new job.

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

Please return this form to:

Wiltshire Pension Fund  
County Hall  
Trowbridge  
Wiltshire  
BA14 8JN

If you have not received an acknowledgement of your request within three months of completing this form, please contact us on 01225 713613.



## Section 2 - Transfer of any other previous pension benefits into the Wiltshire 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 Wiltshire 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. This means the transfer will provide membership credits of roughly equal lengths when you transfer between them. A transfer is generally beneficial unless your pay reduces when you change jobs. We cannot accept a request to transfer under club rules unless it is received within a year of you joining the Wiltshire 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 Wiltshire Pension Fund.

### What must I do?

Before we can look at transferring your previous benefits into Wiltshire 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 Wiltshire 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 service and benefits and enable you to make a decision within the guarantee period.



Please send the transfer information to:  
Wiltshire Pension Fund,  
County Hall  
Trowbridge,  
Wiltshire,  
BA14 8JN

**What will Wiltshire Pension Fund do when they receive the transfer figures?**

We will use the information to estimate the additional service that the transfer would buy in the Wiltshire Pension Fund. We will tell you how many years and days this is, and the current value of the pension it will provide based on your current pay. You should compare these benefits with those from your previous pension scheme(s).

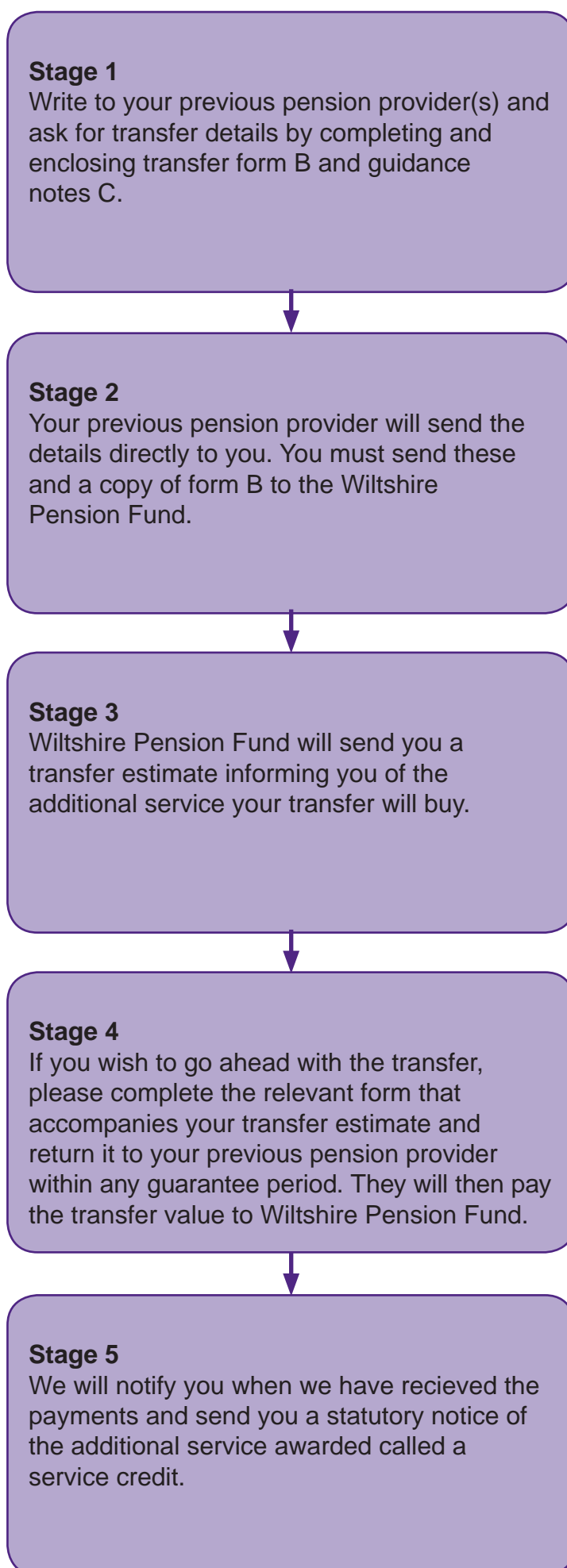
**I have received my transfer estimate from Wiltshire Pension Fund. What happens next?**

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 send it with any other documents requested to your previous pension provider(s) who will then pay the transfer value to Wiltshire Pension Fund. After receiving this payment we will send you a statutory notice confirming the service credit 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 service credit. Some pension schemes require a fee for providing a second transfer value within a 12 month period. Wiltshire Pension Fund will not pay any charges in these circumstances.

## The stages of a non LGPS transfer





# Transfer form B

## Member's details



Dear Pension Provider

I am considering transferring the pension rights I have with you into the Wiltshire 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 Wiltshire 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

Title: Mr/Mrs/Miss/Ms

Surname: \_\_\_\_\_ First name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Postcode: \_\_\_\_\_

Marital status:                      Married                      Single                      Divorced  
(Please circle as appropriate)      Civil partnership              Cohabiting partner              Widow/er

National Insurance number: \_\_\_\_\_ Date of birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Name of current employer: \_\_\_\_\_

Start date in current job: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Name of previous pension scheme: \_\_\_\_\_

Name of scheme administrators: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Postcode: \_\_\_\_\_

Membership / Policy number: \_\_\_\_\_

Period of membership: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ to \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_





## Guidance notes C - To the pension provider



If you can offer a transfer value please give 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 Wiltshire 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 benefit 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 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 orders
- Form CA1548 (APP13)

### 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 to the Finance Act 2004.

The scheme's PSTR number is 00329946RE

ECON: E3900002R

SCON: S2700173R

GMP Revaluation Rate: Section 148 Orders

LGPS SF reference number: 49/40

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: Wiltshire Pension Fund, County Hall, Trowbridge, Wiltshire, BA14 8JN  
Tel: 01225 713613





