

**Pension Change Form: Unpaid Leave**

To complete this form, you must be an authorised contact on behalf of the employer.  
If not, there may be a delay in your request.

**1. Personal Details**

Title		Sex		Date of Birth	
Surname					
Forename(s)					
National Insurance No.					
Employer's Name					
Post Held					

**Note: this information is only required if the member does not elect to pay Additional Pension Contributions (APCs) to cover this gap. Further information can be found at <http://lgps-brochureware-prod.azurewebsites.net/wiltshire-pension-fund/paying-in/membership-and-contributions/>**

**Unpaid Leave (only required for members born before April 1957)**

Type of Unpaid Leave	Date From	Date To
Maternity/Paternity/Adoption		
Leave of Absence		

Form Completed By	
Date	
Position Held	

Please email the completed form to [pensionforms@wiltshire.gov.uk](mailto:pensionforms@wiltshire.gov.uk)