



## LOCAL GOVERNMENT PENSION SCHEME (LGPS) PREVIOUS PENSION RIGHTS

If you have previously paid into another pension scheme(s) you can request to have the benefits built up in these arrangements transferred into the LGPS. You may be able to transfer pension rights into the LGPS from:

- a previous LGPS Fund
- an occupational pension scheme
- a self-employed pension plan
- a 'buy-out' policy
- a personal pension plan
- a stakeholder pension scheme
- an Additional Voluntary Contribution (AVC) arrangement

Please note:

You **cannot** transfer a pension credit into the LGPS. A pension credit is a share of an ex-spouse's or ex-civil partner's pension benefits, as awarded by a Court under a Pension Sharing Order.

### **If you have previous LGPS pension rights**

- If you re-join the LGPS and have a deferred refund from an earlier period of membership, your previous pension rights must be **automatically** aggregated with your new pension account
- If you re-join the LGPS and have a deferred benefit from an earlier period of membership, your previous LGPS pension rights will be **automatically** aggregated with your new pension account **UNLESS** you elect to retain separate pension rights. You must elect to retain separate pension rights within 12 months of re-joining the LGPS.

If you have been employed in local government previously you must complete the attached previous local government form **in all circumstances**. The City of London Pension fund will then contact you regarding any previous pension benefits you may hold.

### **If you have previous pension rights in a non-LGPS arrangement**

You must elect to transfer any previous pension rights into the LGPS within 12 months of joining. Any request you make to investigate a transfer will not be binding until you have been supplied with further details and subsequently confirm that you wish the transfer to go ahead.

To investigate a transfer you should complete the attached transfer request form. If you have more than one previous pension arrangement you should copy the form, as necessary.

If you have any queries about transferring your pension rights please telephone 020 7332 3039/3707 or email [pensions@cityoflondon.gov.uk](mailto:pensions@cityoflondon.gov.uk)



## Previous Local Government Employment

Have you ever been employed in local government before? Yes  No

If yes please provide the details below:

1. Name of employer			
Address of previous employer			
		Postcode:	
Dates of employment	From:	To:	
If you paid into the LGPS did you:			
Take a refund of contributions	<input type="checkbox"/>	Draw a pension	<input type="checkbox"/>
Transfer your benefits	<input type="checkbox"/>	Defer benefits	<input type="checkbox"/>
(Tick appropriate option)			

2. Name of employer			
Address of previous employer			
		Postcode:	
Dates of employment	From:	To:	
If you paid into the LGPS did you:			
Take a refund of contributions	<input type="checkbox"/>	Draw a pension	<input type="checkbox"/>
Transfer your benefits	<input type="checkbox"/>	Defer benefits	<input type="checkbox"/>
(Tick appropriate option)			

If you have more than 2 previous employers please copy this form as appropriate

Signed:		Date:	
Surname:		First names(s):	
Date of birth:		National Insurance Number:	

Please return this form to your HR department or the Pensions Office, City of London, PO Box 270, Guildhall, London EC2P 2EJ or scan and email it to [pensions@cityoflondon.gov.uk](mailto:pensions@cityoflondon.gov.uk)



## Transfer Request Form Non LGPS pension benefits

Full Title of Pension Scheme:	
Address of Pension Scheme Administrator:	
Postcode:	Telephone number:
Dates from:	to:
Name of employer (if applicable):	
Position held with former employer (if applicable):	
Membership/Policy number:	
When you stopped paying into the pension scheme did you:	
Take a refund of contributions <input type="checkbox"/>	Draw a pension <input type="checkbox"/>
Transfer your benefits to another provider <input type="checkbox"/>	Defer benefits <input type="checkbox"/>
If you have deferred benefits are you interested in transferring these to the City of London?	Yes <input type="checkbox"/> No <input type="checkbox"/>

I authorise my previous pension scheme administrators to release any information relevant to the transfer of my pension rights to the City of London.

Completing this form does not commit you to transfer. It allows the Pensions Office to request information from your previous scheme administrators. When that information has been received you will be informed of the pensions benefit that can be offered in return for the transfer value, you then need to decide whether or not to proceed with the transfer.

Signed:	Date:
Surname:	First names(s):
Date of birth:	National Insurance Number:
Partnership Status: Single/ Married/ Civil Partnership/ Divorced/Cohabiting with partner/Widow(er)* (delete as appropriate)	

Please return this form to your HR department or the Pensions Office, City of London, PO Box 270, Guildhall, London EC2P 2EJ or scan and email to [pensions@cityoflondon.gov.uk](mailto:pensions@cityoflondon.gov.uk)