

Dear.....,

Local Government Pension Scheme 2014

As you ceased to be a member of the Local Government Pension Scheme on in respect of your employment with the City of London and have less than two years pension scheme membership a refund of pension contributions is now due.

In order to claim this refund please complete option B on the attached form and return it to the address at the bottom of the form. Please note, the pension scheme rules do not permit you to claim a refund of contributions until at least one month and one day has expired since your last day of membership. **Therefore, the earliest date that you can complete and return the refund claim form is _____.** If you complete the form prior to this date it will be returned to you with a new form for completion.

Alternatively, you may elect to transfer your membership (Option A) or to defer taking a refund for the time being (Option C). Please note that you can only defer payment for a maximum of five years or to age 75, whichever is earlier.

If you have any queries, please contact

Yours sincerely

Pensions Manager



LEAVING PENSIONABLE EMPLOYMENT OPTION FORM

OPTION A – TRANSFER OF BENEFITS TO ANOTHER SCHEME

I am interested in transferring my pension rights to my new pension scheme. I understand I need to inform the administrators of the new scheme that I have pension rights with the City of London so that they can investigate a transfer.

OPTION B – REFUND OF CONTRIBUTIONS

I confirm that I wish to claim a refund of contributions. I confirm that a period of one **month and one day** has expired since my last day of membership. I certify that I do not have any other pension rights in the LGPS in England and Wales. I acknowledge that if I do have such pension rights, I am not entitled to make a claim for a refund of contributions and that, if I make a false statement, the payment of a refund will mean that I cease to be entitled to any other pension benefits I have in the LGPS in England and Wales.

Name of Bank or Building Society: _____

Sort Code: _____ Account No: _____

Reference: _____

OPTION C – DEFERRED DECISION

I understand that I am entitled to a refund of contributions but wish to defer my decision for the time being. I understand that I can only defer payment for a maximum of five years or to age 75, whichever is earlier.

DECLARATION: (To be completed in all cases)

Signed: _____ Date: _____

Full Name: _____ National Insurance No: _____

Address: _____

Send completed form to Pensions@cityoflondon.gov.uk

