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| **LOCAL GOVERNMENT PENSION SCHEME**  **ROYAL BOROUGH OF KENSINGTON AND CHELSEA PENSION FUND**  **LG4 LEAVER FORM – Notice of retirement (pension payable immediately)**  **RBKC 2022.V1** |  |

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| Administering Authority | Royal Borough of Kensington & Chelsea | |
| Name of Employer |  | |
| Is this an advance or final notification? (please see below) | |  |

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| **Advance notification -** Please complete Sections 1 to 4 of this form **as soon as retirement has been agreed with the employee**. Please include estimated pay information where final details are not available. This will enable us to provide an estimate of retirement benefits and issue pension claim forms to the retiring employee.  **Final notification -** Sections 5 & 6 should be completed, and any changes made to Sections 1 to 4 as soon as the final pay details are available. **No pension payments will be made until we have received the final version of this form. Employers and their payroll providers are responsible for always providing the correct information and will be liable for any additional costs incurred by RBKC as a result of having to correct employer errors.** |

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| SECTION 1- MEMBER’S PERSONAL DETAILS | | | |
|  | | | |
| Title | First name(s) | Surname | |
| National Insurance number (NINO) | | Date of birth | |
| Post Title | | | Personnel number |
| Address for future correspondence          Post code | | | |

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| SECTION 2 – LEAVING DETAILS | | | | | |
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| **Reason for leaving – please select one** | Leaving date |  | | |  |
| Resignation at or after Normal Pension Age (NPA - equal to State Pension age with a minimum of 65) | | |  |  | |
| Scheme’s upper age limit (age 75) attained | | |  |  | |
| Resignation age 55 to NPA **and** wishes to receive immediate payment of **reduced** benefits | | |  |  | |
| Resignation age 55 to 60 – 85 year rule ‘switched on’ **(employer to meet early payment cost)** | | |  |  | |
| Resignation age 55 to NPA – early payment **reductions waived**  (This must be on compassionate grounds where the employee joined the LGPS before 01/04/2014)  **(employer to meet early payment cost)** | | |  |  | |
| Redundancy – over age 55 **(employer to meet early payment cost)** | | |  |  | |
| Business efficiency – over age 55 **(employer to meet early payment cost)** | | |  |  | |
| Flexible retirement – any early payment reductions apply# **(possible employer cost)** | | |  |  | |
| Flexible retirement – early payment reductions waived # **(employer to meet early payment cost)** | | |  |  | |
| **# You will need to complete the New Starter datafile to confirm details of the ongoing post** | | |  |  | |
| In order to allow full or partial flexible retirement, your discretions policy must be published. | | |  |  | |
| Do you allow partial flexible retirement? (Y or N) | | |  |  | |
| **If YES, all pre 2008 benefits must be taken on flexible retirement.**  Amount of Post 2008 benefits taken by member if not 100% | | |  |  | |
| Amount of Post 2014 benefits taken by member if not 100% | | |  |  | |
| Ill health retirement, please specify **Tier 1, 2 or 3** and attach a copy of the medical certificate | | |  |  | |
| Death in service | | |  |  | |
| Other – please specify | | |  |  | |
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| **Section 3 – FINAL PAY (2008 LGPS definition)** | | | | | | | | | | | | |
|  | | | | | | | | | | | | |
| Member’s full name: | | | | National Insurance number: | | | | Personnel number: | | | | |
| The final pensionable pay shown below is in respect of the period: (The year ending on the leaving date shown in section 2, unless pay details from an earlier year are shown) | | | | From | DD | MM | **YY** | | **To** | DD | MM | **YY** |
| **Period** | | **(A)**  **Actual annual salary** | **(B)**  **% WTE hours** | **(C)**  **WTE annual salary**  **(A) / (B)** | | | **(D)**  **Fraction of months & days for period shown** | | | **(E)**  **Total amount of WTE pay for period shown**  **(C) x (D) / 12** | | |
| **From** | **To** |
|  |  | **£** | **%** | **£** | | |  | | | **£** | | |
|  |  | **£** | **%** | **£** | | |  | | | **£** | | |
|  |  | **£** | **%** | **£** | | |  | | | **£** | | |
|  |  | **£** | **%** | **£** | | |  | | | **£** | | |
| **Sub total (E)** | | | **£** | | |

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| **ADDITIONAL VARIABLE PAYMENTS** |  | **Type of Additional Variable Payment**  **(Pensionable under LGPS 2008 regulations)** | **Period for which payment(s) earned** | | **Total amount paid** | **Amount of payment relevant to final pay period** |
| *Please show any additional variable payments made (excluding pay for non-contractual overtime and additional hours) and the period the payments were in respect of.* | **From** | **To** |
|  |  |  | **£** | **£** |
|  |  |  | **£** | **£** |

|  |  |  |  |
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|  |  | **Subtotal (F)** | **£** |
| **DECLARATION BY EMPLOYER COMPLETING THIS FORM** |  | **Total (E + F)** | **£** |

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| On behalf of the employer, I declare the final period shown is the highest year in the last 3 years ending on the anniversary of the date of leaving. I further certify that I am aware of the requirement to provide additional salary figures if there has been a drop in pay in the 10 years prior to leaving.  I understand under the 2008 regulations, and for the purpose of this form only, the definition of pensionable pay means normal salary or wages plus any shift allowance, bonuses, contractual overtime, Maternity Pay, Paternity Pay, Adoption Pay and any other taxable benefit specified in the employee's contract as being pensionable.  **Pensionable pay under the 2008 regulations does not include: any non-contractual overtime or additional hours worked, travelling or subsistence allowances, pay in lieu of notice, pay in lieu of loss of holidays or the monetary value of a car or pay received in lieu of a car.**     |  |  |  |  |  | | --- | --- | --- | --- | --- | | Print name |  | Post title |  | Date: | |

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| Member’s Name | |  | | | | | | |
|  | | | | | | | | |
| NI No. |  | |  | Personnel number |  | | | |
|  | | | | | | | | |
| **Section 4 – PENSIONABLE PAY FOR LGPS 2014 SCHEME** | | | | | | |  | |
| Please provide details of **which section(s)** of the scheme the member contributed to in the final year from 1 April to the date of leaving, and **separately** for the previous year to 31 March (if not previously notified), together with the **total pensionable pay** earned for each **period** (shown in A):   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Start and end date for each section of the scheme (A)** | | **Please tick below to indicate whether the member contributed to the main section or the 50/50 section of the scheme during the periods in (A)** | | **Total pensionable pay for each individual period in (A) – (including Assumed Pensionable Pay)** | | **From** | **To** | **Main section** | **50/50 section** | |  |  |  |  | **£** | |  |  |  |  | **£** | |  |  |  |  | **£** | |  |  |  |  | **£** | | | | | | | | | |
| **Ill health retirement / death in service cases only**  If employment has been terminated on the grounds of permanent ill health with a **Tier 1** or **Tier 2** determination **or** an active member **dies in service:** | | | | | | | | |
| What is the Assumed Pensionable Pay (APP)\* figure at the date of leaving? | | | | | | **£** | |  |
| ***\**** *The APP figure should be an annual rate calculated in the normal way but using the average of the pensionable pay for the 3 monthly (or 12 weekly) complete periods of pay prior to the date of termination / death. Please Employer Guidance Notes for more information. Refer to the Payroll Guide on our website for more information about APP:* [*https://www.rbkcpensionfund.org/resources/employer-lgps-payroll-guide/*](https://www.rbkcpensionfund.org/resources/employer-lgps-payroll-guide/) | | | | | | | | |

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| **SECTION 5 – PENSION CONTRIBUTIONS (ONLY complete when submitting Final version of this form)** |
| **Contribution summary from 1 April to the date of leaving AND for the previous year ending 31 March (if not previously notified). Please complete all relevant fields.**   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | |  | **Final year** | **Previous year** |  | **Final contribution rate** | **%** | | **Member contributions MAIN section** | **£** | **£** |  | | | **Member contributions 50/50 section** | **£** | **£** |  | | | **Member’s APC / SCAPC conts \* #** | **£** | **£** | **\*** Additional Pension Contracts | | | **Employer SCAPC contributions #** | **£** | **£** | **#** Shared Cost Additional Pension Contracts | | | **ARC contributions \*\*** | **£** | **£** | **\*\*** Added Regular Contributions  (contracts commenced before 01/04/2014) | | | **Added years contributions** | **£** | **£** | **Added Years %** | **%** |  |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Additional information required for members contributing to a Local Government AVC arrangement** | | | | | | **AVC provider (eg Prudential)** |  | | **AVC contributions final year 1 April to leaving date** | **£** | | **Amount of final AVC contribution** | | **£** | **Date final contribution paid to AVC provider** |  | |

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| **SECTION 6 – DECLARATION BY EMPLOYER** | | | | **ONLY complete when submitting Final version of this form)** | |
| On behalf of the employer, I declare that the information given in Sections 1 to 5 above is correct. | | | | | |
|  | Print Name |  | Date | |  |
|  |  |  |  | |  |
|  | Post title |  | Email address | |  |
| Phone number |
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| **Return this form (with new starter data file if flexible retirement or copy of ill health certificate):**  **Email:** [pensions@rbkc.gov.uk](mailto:pensions@rbkc.gov.uk) (please include the word “Encrypted” in the subject heading)    **Address:** RBKC Pensions Team, 3rd Floor Green Zone, The Town Hall, Hornton Street,  London, W8 7NX  **Phone:**  020 7361 2323 (9am – 5pm weekdays) |
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| **Additional Information**  Please include any relevant additional information here relating to this member’s retirement / death in service |