

LG2 OPT OUT NOTIFICATION (member with less than 3 months' scheme membership)

RBKC 2021.V1

Notes for the employer completing this form

IMPORTANT If you receive a valid opt out election **more than three months** after an employee joins the LGPS you should stop deducting contributions at the end of the current pay period but **do not refund any contributions already deducted**. Complete leaver form LG5 and RBKC Pensions will inform the member of their options.

- ✓ If you receive a valid opt out form from an employee **within three months** of the date their LGPS membership started, then any LGPS contributions already deducted from their pay **must be returned to them via the payroll**.
- ✗ Any opt out completed **before** the employee's scheme membership start date is invalid and should not be accepted.
- ✓ **You must use this form** to let RBKC Pensions know that a member has opted out of the scheme within three months of joining, and that any contributions have been refunded to them, in the following circumstances:
 - **If you have already informed RBKC Pensions of the new appointment / membership**
 - **If the member was entered into the scheme under auto enrolment rules**

If you have not informed RBKC Pensions about the new appointment / membership of an employee who opts out within 3 months of their employment start date (as opposed to an auto enrolment date) you are not required to complete this form. However, if you do complete it, RBKC Pensions will record details of the member's opt out in our database.

Provide the information below and return to RBKC Pensions with a copy of the employee's opt out form

| | | | |
|-----------------|--|--------------------------------|------------------------------------|
| Employer | | Administering Authority | RB Kensington & Chelsea |
|-----------------|--|--------------------------------|------------------------------------|

Employee personal details

| | | | |
|----------------------|--------------------|----------------------|----------------------------------|
| Title | Forename(s) | Surname | |
| Sex | | Date of birth | National Insurance number |
| Email address | | | |

Employment details

| | |
|-------------------|--------------------------------|
| Post Title | Unique personnel number |
|-------------------|--------------------------------|

Please select the reason the member joined the LGPS:

- Contractual enrolment**
- Auto enrolment or re-enrolment**
- Voluntary opt-in**

| | |
|-----------------------------------|---|
| Date LGPS membership began | Date valid opt out form received |
|-----------------------------------|---|

Declaration by employer

I confirm that I have received a valid opt out election from the employee named on this form in relation to the post set out above within three months of the date the member joined the LGPS. Any LGPS contributions (employee and employer) that have already been deducted have been / will be refunded via the payroll.

| | |
|---------------------------------|---------------------------|
| Completed by (full name) | Date |
| Your Post Title | Your email address |

Please return this form **with a copy of the member's opt out form** to RBKC Pension Services:

Email: pensions@rbkc.gov.uk (include the word 'Encrypted' in the subject heading)

Address: RBKC Pensions, 3rd Floor Green Zone, The Town Hall, Hornton Street, London W8 7NX