



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

Advance 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.
Final Sections 5 & 6 should be completed, and any changes made to Sections 1 to 4 as soon as the final pay details are available. **You should note that no payments will be made until we have received your declaration that the figures you have provided are final.**

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
.....		

SECTION 2 – LEAVING DETAILS

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)	<input type="checkbox"/>
Scheme's upper age limit (age 75) attained	<input type="checkbox"/>
Resignation age 55 to NPA and wishes to receive immediate payment of reduced benefits	<input type="checkbox"/>
Resignation age 55 to 60 – 85 year rule 'switched on' (employer to meet early payment cost)	<input type="checkbox"/>
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)	<input type="checkbox"/>
Redundancy – over age 55 (employer to meet early payment cost)	<input type="checkbox"/>
Business efficiency – over age 55 (employer to meet early payment cost)	<input type="checkbox"/>
Flexible retirement – any early payment reductions apply# (possible employer cost)	<input type="checkbox"/>
Flexible retirement – early payment reductions waived # (employer to meet early payment cost)	<input type="checkbox"/>
# 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	<input type="checkbox"/>
Other – please specify	<input type="checkbox"/>

Section 3 – FINAL PAY (2008 LGPS definition)

Member's full name:	National Insurance number:	Personnel number:
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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
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Period		(A)	(B)	(C)	(D)	(E)
From	To	Actual annual salary	% WTE hours	WTE annual salary (A) / (B)	Fraction of months & days for period shown	Total amount of WTE pay for period shown (C) x (D) / 12
		£	%	£		£
		£	%	£		£
		£	%	£		£
		£	%	£		£
Sub total (E)						£

ADDITIONAL VARIABLE PAYMENTS
<p style="text-align: right;">→</p> <p><i>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.</i></p> <p style="text-align: right;">→</p>

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
	From	To		
.....			£	£
.....			£	£

Subtotal (F)	£
Total (E + F)	£

DECLARATION BY EMPLOYER COMPLETING THIS FORM

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	
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NI No.		Personnel number	
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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	
.....	<input type="checkbox"/>	<input type="checkbox"/>	£
.....	<input type="checkbox"/>	<input type="checkbox"/>	£
.....	<input type="checkbox"/>	<input type="checkbox"/>	£
.....	<input type="checkbox"/>	<input type="checkbox"/>	£

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 see the Employer Guidance Notes for more information.*

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 **	£	£		
Employer SCAPC contributions #	£	£		
ARC contributions **	£	£		
Added years contributions	£	£	Added Years %	%

* Additional Pension Contracts

Shared Cost Additional Pension Contracts

** Added Regular Contributions (contracts commenced before 01/04/2014)

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

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

Return this form (with new starter data file if flexible retirement or copy of ill health certificate):

Email: 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)

Additional Information

Please include any relevant additional information here relating to this member's retirement / death in service

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