

LG5 LEAVER FORM – Employee NOT retiring

(RBKC 2021.V1)

| | |
|-------------------------|---------------------------------------|
| Administering Authority | Royal Borough of Kensington & Chelsea |
| Name of Employer | |
| Leaving date | |

You should use this form to notify RBKC Pensions when an employee's LGPS membership ends and there are no immediate payments due to the employee or their dependants.

Please complete leaver form **LG4** to notify RBKC Pensions if an employee retires or dies in service.

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

- Opt out after more than 3 months membership
- Resignation (under age 55)
- Resignation over age 55 – member does NOT want immediate payment of pension benefits
- Redundancy – under age 55
- Business efficiency – under age 55
- Gross misconduct
- Grave misconduct *
- Other – please specify

* If an employee is dismissed and owes money to the employer relating to the act for which they were dismissed, there may be limited circumstances in which the money could be recovered from the member's LGPS benefits. Please contact RBKC Pensions for further advice.

Return this form to:

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)

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) | (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 |
|--|
| <div style="text-align: right;">→</div> <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> <div style="text-align: right;">→</div> |

| 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 reduction 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: |
|---------------------|---------------------|----------------|

| | |
|---------------|--|
| 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 the box 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"/> | £ |

SECTION 5 – PENSION CONTRIBUTIONS

Contribution summary from 1 April to the date of leaving AND for the previous year to 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 1 April to leaving date | £ |
|------------------------------|-------|---|---------|

If the member has less than 2 years' LGPS membership, and joined the scheme before 6 April 2016, you will need to supply the contracted-out earnings on Page 4

SECTION 6 – FINAL DECLARATION BY EMPLOYER

On behalf of the employer, I declare that the information given in Sections 1 to 5 above is correct.

| | |
|---------------------|---------------------------------------|
| Print Name | Date |
| Post title | Phone number / email address |

Contracted out earnings

If the employee was a member of the LGPS for less than two years AND joined the LGPS before 6 April 2016, then you will need to supply details of their Contracted-out earnings for each year to 2015/16 that they were a scheme member.

| Year | Contracted out earnings |
|-------|-------------------------|
| | £ |
| | £ |
| | £ |

Additional Information

You should provide any additional information here relevant to the leaver form that you are sending.

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