

How to opt out of the LGPS using Hampshire's IBC system

If you are a user of the Hampshire IBC system, this document explains the process you need to follow to opt out of the LGPS.

STEP 1 – Complete the Opt Out Form available from the RBKC LGPS website, using the following link: <https://www.rbkcpensionfund.org/kensington-and-chelsea-pension-fund/about-us/forms-and-publications/> and clicking on the **Forms** button

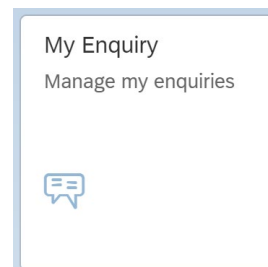
STEP 2 – Log into the IBC system by clicking once on the **IBC Solution** tile on the KC Net homepage



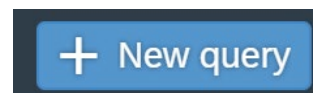
STEP 3 – Click once on the **ESS Lite** tile that appears on the IBC main page. Doing this will then take you to the employee self-service of the IBC system.



STEP 4 – Click once on the **My Enquiry** tile, and then when you are in the enquiry screen click once on the **New Query** button (bottom left of the screen)



STEP 5 – Once in the enquiry screen, click once on the **New Query** button (bottom left of the screen)



STEP 6 – In the **Create Enquiry** screen, do the following:

- Contact phone number – **enter your phone number**
- Type – select **My Employment / Salary**
- Sub-Type – select **Pensions (RBKC LGPS)**
- Enquiry – select **Reducing or Stopping Pension Contributions – Opt Out or 5050 Request**
- Title – enter **“Opt Out of the LGPS”**
- Message – Enter **“Please opt me out of the LGPS from the beginning of the next available pay period”**, or if you have just joined the RBKC LGPS and wish to opt of the LGPS from within 3 months of your LGPS start date, enter **“Please opt me out of the LGPS from my LGPS start date.”**
- Attach your Opt Out Form using the **Add Optional Attachment** button (bottom left)
- Click the **Send** button on the bottom right. Once you have done this, Hampshire IBC will act on your request.

The screenshot shows the 'Create enquiry' form with the following fields and values:

- Contact phone number:** 07xxxxxxxx
- Type:** My Employment / Salary
- Sub-type:** Pensions (RBKC LGPS)
- Enquiry:** Reducing or Stopping Pension Contributions - Opt out or 50/50 request
- Title:** Opt Out of the LGPS

Below the form fields, there is a section for providing additional information:

Please provide the information below to help us to progress your enquiry:

- National Insurance number
- Active employment or leaver

Please attach any document(s) that will further support your enquiry.

The **Message:** field contains the text: "Please opt me out of the LGPS from the beginning of the next available pay period."

At the bottom left, there is an **Add optional attachment:** section with a **Browse...** button and a **Clear** button.

At the bottom right, there is a **Send** button (with a checkmark icon) and a **Cancel** button (with an 'X' icon).