

**LOCAL GOVERNMENT PENSION SCHEME (LGPS)  
AUTHORISATION OF STRAIN / EMPLOYERS / CAPITAL COSTS**

To be completed in all cases to enable payments to be released.

<b>Employee's name</b>	<b>Directorate &amp; Department or Section</b>	
<input type="text"/>	<input type="text"/>	
<b>Payroll number/ NI number</b>	<b>Reason for leaving</b>	
<input type="text"/>	<input type="text"/>	
<b>Job title</b>	<b>DOB/Age</b>	<b>Estimated LDS</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>

**Cost to be borne by the Directorate:**

<b>Redundancy Payment</b> , including Severance payment of £0	£0.00
<b>PILON (pay in lieu) payment</b> must be met from YOUR budget and equates to ...0..... weeks at £0.00 per Week	£0.00
<b>Holiday Pay</b> Outstanding (0 days) must be met from YOUR budget and equates to:	£0.00
<b>Compromise Payment</b>	£0.00
<b>Total Payments</b>	£0.00

The above payments will be subject to deduction of tax and National Insurance as applicable

**Employees over 55 who are made redundant are automatically entitled to receive early payment of their pension benefits – the capitalised value of early payment of these benefits must be met by the Directorate**

Annual Pension of   £0.00  
Lump Sum of           £0.00

The Capitalised value of this pension/lump sum must be met from Your budget and equates to:

Please note that severance, redundancy and gratuity payment will be met in the tax year of the above leaving.

**Cost Centre Reference (where relevant)**

**IMPORTANT**

FOR LBH

Authorisation may ONLY be made by the Director of Finance & Resources and the Head of Human Resources.

FOR NON LBH ORGANISATIONS

Authorisation may ONLY be made by the officers within your organisation that have previously been notified to the pension administrators (Equiniti Paymaster).

Without the above signatures Payroll and/or Pensions will be unable to process payments.

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**NAME (in block capitals)**

**Designation**

**SIGNATURE**

**Date**

**NAME (in block capitals)**

**Designation ( state Directorate)**

**SIGNATURE**

**Date**

**Note to employer:**

When you have completed the form, please return it to:

London Borough of Hackney Pensions, Equiniti Paymaster, Russell Way, Crawley, West Sussex RH10 1UH.

or by email to [hackney.pensions@xafinitypaymaster.com](mailto:hackney.pensions@xafinitypaymaster.com)