

**LOCAL GOVERNMENT PENSION SCHEME (LGPS)
NOTIFICATION OF FLEXIBLE RETIREMENT
OF A PENSIONABLE EMPLOYEE MEMBER DETAILS**

This form must be completed by the **HR Department** (Employer) when an employee, who is a member of the LGPS, commences on flexible retirement.

Surname		Title	
Forename(s)			
Date of Birth		NI No	
Job Title		Payroll No	
Employer		Employer Code	

Reason for leaving	FLEXIBLE RETIREMENT	Last day of Service (LDS)	
--------------------	----------------------------	---------------------------	--

THIS FORM IS ONLY TO BE USED FOR THOSE EMPLOYEES LEAVING THE PENSION SCHEME ON THE GROUNDS OF FLEXIBLE RETIREMENT

(TO BE COMPLETED BY (EMPLOYER) HR/PAYROLL DEPARTMENT)

1) SALARY, HOURS & WEEKS DETAILS

If part-time, term time, or part time term time, please state Full Time Equivalent Salary (FTE)	£	
If the member works part-time, term time, or part time term time, please detail the hours worked per week and weeks per year at the date of leaving.	Actual hrs	/ Full time hrs
	Actual wks	/ Full time wks 52.143

2) FINAL PENSIONABLE PAY

Final Pensionable Pay starts 365 days prior to LDS. Pensionable pay based on the 2008 regulations e.g. including pensionable bonuses but not overtime.			Annual salary FTE	Actual Pay (if Part Time)
Year	Start date (365 day period prior to end date)	End date	£	£
Latest year (365days from LDS)				
Previous year 1				
Previous year 2				
Total salary for the 365 days prior to LDS or the earlier two years prior to last day of service if higher *			£	£

* I confirm that I have used the highest final pensionable salary in the last 3 years

YES/NO

3) PENSIONABLE PAY/ASSUMED PENSIONABLE PAY - MAIN 100% SECTION of the SCHEME

Actual pensionable pay since 1 April to date of Flexible Retirement. Where a member has been on reduced pay or nil pay an adjustment may need to be made (APP). Pensionable pay based on the LGPS 2014 definition e.g. including pensionable bonuses and all overtime.
 Start date – must be 1 April. Only enter different date if member joins and leaves the scheme within the same scheme year (April to March) e.g. If member joins February and leaves October – enter start date as 1 April. If member starts June and leaves February - enter start date as June.

1 April (in year of retirement)	Date of Flexible Retirement	Actual Pensionable Pay and/or Assumed Pensionable Pay (APP) for the period

4) PENSIONABLE PAY/ASSUMED PENSIONABLE PAY - 50/50 SECTION of the SCHEME

Actual pensionable pay since 1 April to date of Flexible Retirement. Where a member has been on reduced pay or nil pay an adjustment may need to be made (APP). Pensionable pay based on the LGPS 2014 definition e.g. including pensionable bonuses and all overtime.
 Start date – must be 1 April. Only enter different date if member joins and leaves the scheme within the same scheme year (April to March) e.g. If member joins February and leaves October – enter start date as 1 April. If member starts June and leaves February - enter start date as June.

1 April (in year of retirement)	Date of Flexible Retirement	Actual Pensionable Pay and/or Assumed Pensionable Pay (APP) for the period

5) DATE MEMBER JOINED 50/50 SECTION of the SCHEME

Start date End date

Signed, on behalf of the Employer		Date:	
Name in block capitals:		Contact Tel No:	

When fully completed please return this form to Equiniti Paymaster using the secure up-load facility, Sharefile, or by post to: London Borough of Hackney Pensions, Equiniti Paymaster, Russell Way, Crawley, West Sussex RH10 1UH