

LOCAL GOVERNMENT PENSION SCHEME (LGPS)
NOTIFICATION OF TERMINATION OF EMPLOYMENT 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, when termination of employment.

Surname		Title	
Forename(s)			
Date of Birth		NI No	
Job Title		Payroll No	
Employer/School/Academy		Directorate where relevant	

Reason for leaving*		Last day of Service (LDS)	
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* e.g. voluntary resignation (refund or deferred benefit), age retirement, early age retirement, ill health, death in service, redundancy, dismissal

- **If the member is leaving through TUPE, please identify the new employer:-**

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- If leaving on the grounds of Ill Health please also attach a completed HK09 form.
- If the member Opting Out of the pension scheme, please ensure you use the Election to Cease Scheme Membership form (Opt Out Form).
- If the member is leaving on the grounds of flexible retirement, please use the Notification of Flexible Retirement Form

SALARY, HOURS & WEEKS DETAILS – to be completed by the HR/Payroll Department

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

To be completed for ALL members

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

To be completed for ALL members

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

Actual pensionable pay since 1 April to LDS. 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 the date of joining the scheme if member joins and leaves 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 leaving)	Last day of service	Actual Pensionable Pay and/or Assumed Pensionable Pay (APP) for the period

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

Actual pensionable pay since 1 April to LDS. 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 the date of joining the scheme if member joins and leaves 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 leaving)	Last day of service	Actual Pensionable Pay and/or Assumed Pensionable Pay (APP) for the period

DATE MEMBER JOINED 50/50 SECTION of the SCHEME

Start date End date

ADDED PENSION CONTRIBUTIONS

Does the member make Pension Contributions to any of the following (tick as appropriate):-

APC's		AVC's		ARC's		Added Years	
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Signed, on behalf of the Employer		Date:	
Name in block capitals:		Contact Tel No:	

When completed please return this form to Your Payroll Department,

and a copy 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