

The Local Government Pension Scheme London Borough of Hammersmith and Fulham (LBHF) Pension Fund 50 / 50 Option form



This form is for you if you would like to leave the Main Section of the Local Government Pension Scheme (LGPS) and move to the 50/50 Section of the scheme. **Before completing this form, please read the notes overleaf.**

IMPORTANT - You can only sign and date this election form once you have started in the post(s) that you want to join the 50/50 Section. If you are being auto enrolled you can only make your election once your auto enrolment date has passed. **If you sign and date this form before then, your election will be treated as invalid and a new form will be sent to you.**

SECTION 1 – Your personal details

Title:	Full Name:	Date of birth:
National Insurance Number:	Daytime phone number:	
Your email address:	Employer:	
Your address:		

SECTION 2 – Details of the post(s) you want to move to the 50/50 Section

Please provide details of the post(s) you hold in which you would like to elect to join the 50/50 Section. If you have more than one post you can opt for the 50/50 option in one, some or all of the posts. If you would like to move to the 50/50 Section in more than 2 posts with the same employer you will need to complete an additional form.

If you hold posts in the LGPS with different employers, you will need to complete and return a separate form to each employer.

Job title		Payroll reference (if known)
Job 1		
Job 2		

SECTION 3 – Declaration

- I have read and understood the notes overleaf
- I confirm that I want to move to the 50/50 Section in the post(s) I have put on this form
- I understand that during the period in the 50/50 Section I will only build up half my normal pension in that job
- I understand choices I make now are important in planning for my retirement and by joining the 50/50 Section I will have a lower income when I retire than if I was a member of the Main Section of the LGPS
- I understand that any additional pension contract (APC) I have to buy additional pension in the LGPS must stop
- I have not been forced or asked by my employer to elect to join the 50/50 Section of the LGPS
- I am aware that at any time, whilst eligible for membership of the LGPS, I can choose to opt back into the Main Section of the LGPS by completing a 'Main Section option form'

Signed:	Date:
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WHAT YOU NEED TO DO NOW

Please return this form directly to your HR/payroll department.

SECTION 4 – TO BE COMPLETED BY EMPLOYER			
Date form received by employer		DATE:	/ /
50/50 contribution rate	%	Start date of 50/50 Section	DATE: / /
SECTION 4 completed by (PRINT NAME):			
Job title:		Contact number:	

**Once Section 4 has been completed, please forward a copy of this form to:
Pension Services, Surrey County Council, Room 243, County Hall, Kingston, Surrey KT1 2DN**

EXPLANATORY NOTES – 50/50 Section

How does the 50/50 Section work?

There are two sections in the LGPS from 1 April 2014 – the **Main Section** and the **50/50 Section**. In the Main Section you pay normal contributions and get your normal pension build up. In the 50/50 Section you pay half your normal contributions and build up half your normal pension during the period you are in that section. However, if you move to the 50/50 Section you still get full life assurance cover, full ill health cover and full survivor benefits in the event of your death. In other words, the cover for those benefits is the same as if you were in the Main Section.

You can elect to move from the Main Section to the 50/50 Section at any time. An election to join the 50/50 Section must be made in writing to your employer. This form can be used as your election. You will be moved to the 50/50 Section from the next available pay period after your employer receives your signed election.

If you have more than one job you can elect for the 50/50 Section in one, some or all your jobs.

If you are in the LGPS with more than one employer, a separate election form must be completed and returned to each employer where you wish to join the 50/50 Section.

If you choose to move to the 50/50 Section, any extra pension contributions or additional voluntary contributions (AVCs) would continue to be payable in full (not at half rate). The only exception to this is that any additional pension contributions (APCs) you are paying to purchase extra pension would have to cease (unless those APCs are to purchase pension 'lost' during a period of authorised unpaid leave of absence or during a period of unpaid additional maternity, paternity or adoption leave or unpaid shared parental leave, or during a period of industrial action).

How long can I stay in the 50/50 Section?

The 50/50 Section is designed to be a **short-term** option for when times are financially tough. Because of this your employer is required automatically to put you back into the Main Section of the LGPS approximately three years from the date they first have to comply with the automatic enrolment provisions of the Pensions Act 2008 (and approximately every three years thereafter). Your employer will move you back into the Main Section of the scheme at that time irrespective of when your election to join the 50/50 Section took place (even if, for example, you had only elected for 50/50 the previous month). Your employer will tell you when this is about to happen. If you want to continue in the 50/50 Section at that point you would need to make another election to remain in the 50/50 Section.

If, during a pay period, you go on to no pay due to sickness or injury, or during a period of ordinary maternity leave, ordinary adoption leave or paternity leave, and you are still on no pay at the beginning of the next pay period, your employer will then move you back into the Main Section of the LGPS. That is to your advantage as you will then start to accrue full pension again, even though you will not be paying pension contributions. On returning to work you would have the right to make an election to move back to the 50/50 Section if you wanted to.

At any time whilst you are in the 50/50 Section you have the right to choose to move back to the Main Section of the scheme (provided you are under age 75 and you remain in a job that qualifies you for membership of the scheme). You would need to make an election to move back to the Main Section and you can contact Pension Services who will send you a copy of the form. You would be brought back into the Main Section from the next available pay period after your employer receives the completed election form and you would then again start to build up a full pension. If you are in the 50/50 Section in more than one job you can elect to move back into the Main Section in all or some of the jobs.

If you take up another job with your employer at the same time as continuing to hold your current job, you will be put into the Main Section of the LGPS in that new job. You would then have the right to make an election to move to the 50/50 Section in that new job if you wished to do so.

If you change jobs and move to a new employer where you are eligible to join the LGPS your new employer will put you into the Main Section of the LGPS in that new job. You would then have the right to make an election to move to the 50/50 Section in that new job if you wished to do so.

Can my employer ask me or force me to join the 50/50 Section?

No, your employer cannot ask you or force you to join the 50/50 Section. If you are asked or forced to join the 50/50 Section you can inform The Pensions Regulator at: www.thepensionsregulator.gov.uk/contact-us.aspx