

Leaver's Form

Guidance notes on how to complete this form are available from the Document Library on our website - www.nilgosc.org.uk.

Section 1 - Member Details

Employing Authority:

Pension Reference Number:

Surname:

First Name(s):

Title: Mr/Mrs/Miss/Ms/Other

National Insurance Number

Address:

Occupation:

Staff Number/Post ID:

Date of Leaving:

Reason for Leaving:

Final Payment Date:

Last Day of Contributions:

Does this member contribute to our in-house AVC scheme? Yes No

If member has been paying AVCs, date of final payment to AVC provider:

Name and Address of New Employer (if applicable)

To be completed if member is entitled to immediate payment of pension benefits:

I confirm that Form LGS16 has been sent to NILGOSC on ____/____/20____

To be completed if member is taking flexible retirement:

I confirm that LGS1 form/template has been sent to NILGOSC on ____/____/20____

Details of Member's Other Employment/Employments within your Authority

	Occupation	Hours Worked	Annual Salary	Pension Reference No	Continuing? Yes / No
1)					
2)					

If not continuing employment in the above posts, separate leaver's forms are required for each post.

Leaver's Form

Section 2 - National Insurance Contracted Out Record for Refund Entitlement – See guidance notes

Contracted out from: to

	(1) Gross Pay	(2) C/O Earnings	(3) C/O Conts	(4) NI Table Letter
Tax Year of Leaving	£	£	£	
Preceding Tax Year	£	£	£	
Preceding Tax Year	£	£	£	

Section 3 – Additional pension

Please state the amount of additional pension to be awarded to the above-named member (total maximum permitted is £6,644 - 2017/18 rates).

Under Regulation 18

Under Regulation 32

Section 4 - Part-time employment or working at a lower grade as a result of a medical condition

Has the member been in part-time employment or working at a lower grade as a result of the condition which led to his/her ill-health retirement or death?

 Yes

 No

If yes, please include a copy of the relevant medical evidence.

Section 5 - Final Pay (2009 Definition) to be completed for members with pre-1 April 2015 scheme membership (or final salary protections from aggregation or a transfer in)

Reductions to Final Pay

a) Has the member been downgraded in the last ten years?

 Yes

 No

Leaver's Form

Section 5 - Final Pay (2009 Definition) to be completed for members with pre-1 April 2015 membership (or final salary protections from aggregation or a transfer in)

b) Final Pay

Basis of Calculation: Calendar Month / Lunar Month / Fortnightly / Weekly / Hourly Paid Contractual

Hours Worked per week:

Equivalent Whole-time Hours (if different)

Contractual Weeks Worked per year:

Equivalent Whole-time Weeks (if different)

Hourly Rate of Pay:

If the member has changed their contractual hours or weeks in the last 12 months prior to the date of leaving, please confirm these below:

Date of Change	Contractual Hours	Contractual Weeks

Date of Change	Contractual Hours	Contractual Weeks

Rates of Pay	From	To	Basic Pay	*Bonus	Emoluments	Total
£						
£						
£		**				
£						
£						
£						
		Total	£	£	£	£

**Date tax year ends

Leave of Absence due to sickness (state whether 1/2 pay, SSP or unpaid and the date this commenced):

Leave of Unpaid Absence (state reason i.e. maternity leave, career break etc. and the date this commenced):

Bonus Rates (state whether Actual or Notional Bonus and the dates to which it relates):

If part-time bonus / emoluments are shown above, please state whole-time rates appropriate to pay periods:

Fluctuating Emoluments: Please show last 3 years' payments:

Year Ending	Amount

Leaver's Form

Section 6 - CARE pay (including any Assumed Pensionable Pay (APP)) – to be completed for all members with Post 31 March 2015 membership

The APP component of pensionable pay should be noted in the separate column provided, as well as being included in the Main and 50/50 Section Pensionable Pay columns.

Pensionable pay in the current financial year to date of leaving					
Date From	Date To	Main Section Pensionable Pay (including APP) £	APP Component £	50/50 Section Pensionable Pay (including APP) £	APP Component £
Total					

Section 7 - Assumed Pensionable Pay (APP)

a) Basis of Calculation: Monthly Weekly
 Weekly/Monthly Rate of Pay: £

b) to be completed if APP included in the total pensionable pay in section 6 above.

Assumed pensionable pay in the current financial year to date of leaving		
Date reduced pay commenced	Date reduced pay ended	Assumed Pensionable Pay £
Total		

c) to be completed for members retiring on permanent ill-health grounds and death in service

Annual Assumed Pensionable Pay £	<input style="width: 550px;" type="text"/>
----------------------------------	--

Section 8 – Contributions Record

a) Pensionable Pay and the Pension Contributions deducted in the financial year to date of leaving.

Current year ending 31 March as per LGS 7/7A.

Main Scheme

Pensionable Pay	Employee Basic Contributions	Employee Added Years Contributions	Employee Additional Regular Contributions	Employee Additional Pension Contributions (APCs)	AVCs	Employer Contributions (excluding APCs)	Employer APCs
£	£	£	£	£	£	£	£

Leaver's Form

Section 8 – Contributions Record cont.

a) Pensionable Pay and the Pension Contributions deducted in the financial year to date of leaving.

50/50 Scheme

Pensionable Pay	Employee Basic Contributions	Employee Added Years Contributions	Employee Additional Regular Contributions	Employee Additional Pension Contributions (APCs)	AVCs	Employer Contributions (excluding APCs)	Employer APCs
£	£	£	£	£	£	£	£

If the Pensionable Pay figures in section 8 do not agree with the Pensionable Pay in Section 6 for the financial year to date of leaving please explain the difference below, e.g. pensionable remuneration relating to membership before 1 April 2015, sick leave etc.

b) Pensionable Pay and Pension Contributions deducted in the previous financial year

If the Annual Return has not been submitted to NILGOSC for the previous financial year please complete the following:

Main Scheme

Pensionable Pay	Employee Basic Contributions	Employee Added Years Contributions	Employee Additional Regular Contributions	Employee Additional Pension Contributions (APCs)	AVCs	Employer Contributions (excluding APCs)	Employer APCs
£	£	£	£	£	£	£	£

50/50 Scheme

Pensionable Pay	Employee Basic Contributions	Employee Added Years Contributions	Employee Additional Regular Contributions	Employee Additional Pension Contributions (APCs)	AVCs	Employer Contributions (excluding APCs)	Employer APCs
£	£	£	£	£	£	£	£

Leaver's Form

To be completed by employer

Print Name (Authorised Officer):

Contact Name for any queries:

Date:

Signature:

Telephone Number and Extension Number:

Email Address:

For **NILGOSC** Use Only

Prepared by:

CA Form

Sent

B/F

Checked by: