

## Advance notification of an intended retirement

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Please email this completed form to [lgs16@nilgosc.org.uk](mailto:lgs16@nilgosc.org.uk).

The employee named below will be retiring from our employment and will be entitled to immediate pension benefits from the Local Government Pension Scheme (Northern Ireland).

### Section 1 – Employee details

Employer

Staff number/Post ID

Member surname

Member first name(s)

Member address

<input type="text"/>		
<input type="text"/>		
<input type="text"/>	Postcode	<input type="text"/>

Occupation

NILGOSC reference number

Date of leaving

Final payment date

What section of the Scheme will the member be in at the date of leaving (Main or 50/50)?

Does this member contribute to the in-house AVC scheme?

Yes  No

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## Section 2 – Current contract details

Current contracted hours per week

Current contracted weeks per year

Current whole time hours (if different)

Date current contractual hours & weeks commenced

## Section 3 – Type of retirement and employer discretion

The member qualifies for benefits under the following retirement category (tick one box only in the left-hand column and any applicable boxes in the right-hand column). Any costs will be invoiced to the employer and payable as a single lump sum. If you wish to waive reductions, you must complete Form LGS13 and forward it to NILGOSC along with this form.

### Retirement Category

### Application of Employer Discretion or Employer Agreement

- Voluntary retirement** – age 55\* or over. Full actuarial reductions, if appropriate, will apply to retirements before Normal Pension Age unless waived on Form LGS13. The Rule of 85 will not apply to voluntary retirements from age 55\* to 60 unless this discretion is exercised by the employer.

- Waive reductions** – I confirm that we wish to waive reductions at a cost to the employer and have completed Form LGS13.
- I confirm that we wish to apply the Rule of 85 at a cost to the employer (only applies to those voluntarily retiring aged 55\* or over and up to eve of 60th birthday).

**NOTE:** The member named has indicated their wish to retire and claim their pension. Please note, if this is not the case, an LGS16 is not required and on receipt of an LGS15 on leaving, deferred pension benefits will be created by NILGOSC and contact made with the member.

\*The national minimum pension age, the earliest age someone can access their pension benefits, will be increased from age 55 to age 57 from 6 April 2028.

## LGS16 Advance notification of a Leaver with date of leaving after 31 March 2015



Section 3 continued

### Retirement Category

### Application of Employer Discretion or Employer Agreement

**Flexible retirement** – full actuarial reductions, if appropriate, will apply to retirements before Normal Pension Age unless waived on Form LGS13. It is assumed that the member will draw down all of their benefits on flexible retirement. NILGOSC must be contacted directly if the member wants only a partial drawdown of benefits.

**Waive reductions** – I confirm that we wish to waive reductions at a cost to the employer and have completed Form LGS13.

I confirm that we wish to apply the Rule of 85 at a cost to the employer (only applies to those voluntarily retiring aged 55\* or over and up to eve of 60th birthday).

**Redundancy/efficiency of the service** – age 55\* or over with at least two years' membership.

I confirm that the capital cost for early release of these benefits will be met by the employer.

\*The national minimum pension age, the earliest age someone can access their pension benefits, will be increased from age 55 to age 57 from 6 April 2028.

**Permanent ill-health** – with at least two years' membership and ill-health certified by NILGOSC's Medical Adviser.

**NOTE:** If a member has been terminated on ill-health grounds and they are over Normal Pension Age, please select the voluntary retirement category.

If applicable, what date did the member go on reduced pay due to sickness?

**Approaching age 75** – and is required to leave the Scheme. Late notification of retirement may result in loss of certain benefits for these members – please give sufficient notice.



**Section 4 – Award of additional pension**

**We wish to award this member the following additional benefit:**

Additional pension under regulation 32 of the Local Government Pension Scheme Regulations (Northern Ireland) 2014 maximum £8,823 per annum – 2025/26 rates. This additional pension will be reduced if paid before normal pension age other than for retirement on the grounds of efficiency/redundancy. NILGOSC will invoice the employer for the cost of additional pension.

Amount of annual pension awarded: £

Cost of annual pension awarded: £

**Section 5 – Confirmation**

We will forward Leaver's Form LGS15 to NILGOSC within 20 working days of this member's retirement. We confirm that the discretions exercised above are covered by our Discretionary Policy Statement and if we are waiving any reductions, we have also included Form LGS13.

We understand that NILGOSC will require a copy of our statement prior to the payment of any pension benefits.

**Yours sincerely\***

Date

**Completed By**

Print name (Authorised Officer)

Signature\*

Telephone number/Extension number

Email address

\* By typing your name you are signing this form electronically. You agree that your electronic signature is the legal equivalent of your manual signature. You are also confirming that the information you have provided is accurate and complete, to the best of your knowledge and belief.