{insert employee name}

{insert employee address} Date:

Dear {insert employee name}

# Reserve Forces Leave and the Local Government Pension Scheme (Northern Ireland)

I note that you have commenced a period of Reserve Forces Leave. This letter is to advise you of the effect that this leave will have on your membership of the Local Government Pension Scheme (Northern Ireland) and the actions that you must take.

Your membership of the Local Government Pension Scheme (Northern Ireland) will continue while you are on Reserve Forces Leave. During this leave your pension contributions and the contributions payable by ***{insert employer’s name}*** will be based on your Assumed Pensionable Pay. Assumed Pensionable Pay is calculated as the pay you have received in the three months prior to going on leave, less any non regular lump sums, grossed up to an annual figure. If you continue to receive pay from us these payments will not be subject to pension contributions.

Your pension contributions will be deducted directly from your reservist pay by the M‍o‍D and they will send the payment, along with the employer pension contributions, directly to NILGOSC who administer the Local Government Pension Scheme (Northern Ireland).

{Conditional Paragraph – Can be removed if the member does not have an A‍P‍C/S‍C‍A‍P‍C contract.} If you have joined the Armed Forces Pension Scheme, in respect of this period of leave, then the contributions from your Additional Pension Contract ( A‍P‍C)/ Shared Cost Additional Pension Contract (S‍C‍A‍P‍C) remain payable. These additional pension contributions will also be deducted directly from your reservist pay by the M‍o‍D and they will send the payment to NILGOSC. }

{Conditional Paragraph – Can be removed if the member does not have an A‍V‍C/SCAVC contract.} As you are currently making Additional Voluntary Contributions (A‍V‍Cs)/Shared Cost Additional Voluntary Contributions (S‍C‍A‍P‍C‍s) these will remain payable, for so long as there is enough pay to cover them, unless you decide to end the contract. If you are paying A‍V‍Cs for additional life assurance cover and do not receive enough pay to cover them, you will have to make alternative arrangements to continue to pay these contributions if you do not want the life cover to lapse. The A‍V‍C contributions will also be deducted directly from your reservist pay by the M‍o‍D and they will send the payment to NILGOSC. }

{Conditional Paragraph – Can be removed if the member does not have a part-time buy-back contract.} The contributions payable in respect of your existing part-time buy-back contract must continue to be paid. These additional pension contributions will also be deducted directly from your reservist pay by the M‍o‍D and they will send the payment to NILGOSC. }

Please find attached details of your pensionable pay and contributions that you **must** forward to your M‍o‍D payroll department so that the correct pension deductions can be made.

If you require any further information please contact this office.

Yours sincerely

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| --- | --- | --- | --- |
| **Reserve Forces Leave and the Local Government Pension Scheme (Northern Ireland)** | | | |
| Member Name: |  | NILGOSC Reference No: |  |
| Date reserve forces leave started: |  | National Insurance No: |  |

|  |  |
| --- | --- |
| **Pay** | |
| Assumed Pensionable Pay: |  |
| The pensionable pay that you will continue to receive during the period of reserve forces leave: |  |

|  |  |
| --- | --- |
| **Pension Contributions** | **Monthly amount payable £** |
| **Basic Employee contributions** |  |
| Additional Pension Contributions (A‍P‍Cs) |  |
| Additional Voluntary Contributions (A‍V‍Cs) |  |
| Added Years/Part-time Buy Back |  |
| **Basic Employer contributions** |  |
| Additional Pension Contributions (A‍P‍Cs) |  |
| Additional Voluntary Contributions (A‍V‍Cs) |  |

|  |  |
| --- | --- |
| **Employer Contribution Rate** |  |

Monthly remittances of contributions must be paid by one of the following methods: B‍A‍C‍S, Credit Transfer, C‍H‍A‍P‍S, Standing Orders, Pre-printed lodgement book (available from NILGOSC).

**Payment details are as follows:**

* Sort Code: 98 00 60
* Account Number: 50939024
* Account Name: NILGOSC General Revenue

The contact details for the Local Government Pension Scheme (N‍I) administrators are:

* NILGOSC

Templeton House

411 Holywood Road

Belfast

BT4 2LP

* Tel No: 0845 308 7345
* Email: [info@nilgosc.org.uk](mailto:info@nilgosc.org.uk)