



**PLEASE RETURN THIS FORM
TO YOUR EMPLOYER**

(Not to Norfolk Pension Fund) LOCAL GOVERNMENT PENSION SCHEME (LGPS)

Norfolk Pension Fund

Membership Form

**Employers should submit this form to NPF via i-Connect
(NCC send to PenDocs)**

**Employers not yet onboarded, post paper copy to:
Norfolk Pension Fund, County Hall, Martineau Lane, NORWICH. NR1 2DH**

- It's important you complete this form as carefully and as fully as possible so we know about anything that might affect your pension rights
- Complete this form if your employer has automatically enrolled you into the LGPS – even if you've recently been a member in another job, or
- If you're currently employed, not a member of the scheme but want to join, tick this box to "opt in". Make sure you return this form to your employer/payroll/HR team so they can start deducting pension contributions

 Opt in

Section A – Personal Details

Surname

Title

Forenames

Previous Surname(s)

Partnership Status

Date of partnership status

NI Number

Date of Birth

We need to see either your Birth Certificate or Passport to verify your date of birth. Please provide a photocopy and tick the box to confirm it's provided with this form.

Home Address

Postcode

Section B – Job Details

Employer

Department / workplace

Job Title

Hours per Week

Payroll / Assignment No

Date Started Job

SECTION C – Details of all previous employments where you did or could have joined the LGPS
 Leave out casual or short-term jobs unless you were a member of the LGPS

Name of Employer	Member of LGPS	LGPS Administering Authority	Dates of Service		Were Benefits? (Tick as appropriate)			
			From	To	Preserved	Refunded	Transferred Out	In Payment as Pension

It might be possible to transfer previous LGPS pension rights if they are preserved in another LGPS fund. **You must let us know about them** by completing the section above. Please provide copies of any documents given to you by your former administering authority. Failure to do so may affect the pension payable to you or your dependants in the future.

If you have previous LGPS pension rights within the Norfolk Pension Fund we will contact you with your options.

If you have pension rights in pension schemes other than the LGPS and would like us to investigate the possibility of transferring those rights to the Norfolk Pension Fund please complete form SR96 (one for each scheme/plan) and attach to this form. **You must opt for a transfer of pension rights within 12 months of joining (or re-joining the LGPS) unless your employer allows a longer period.**

SECTION D – Declaration

To the best of my knowledge and belief, the details on this form are correct.

Wet signature if paper copy otherwise input your email address in the 'Signed' box:

Signed Date

Please remember to provide a photocopy of your Birth Certificate or Passport to verify your date of birth.

SECTION E – Employer Use

If **Opt In** Box ticked enter date contributions began:

Inits Date

Name

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