

**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**

Name of Employer			
Member's Surname		Title	
First Names			
NI Number		Payroll Reference	
Home Address			
		Post Code	

**** LEAVING DETAILS ****

Last Day of Membership (Official Date of Leaving)		Reason Membership Ended	
--	--	------------------------------------	--

Entitled to Immediate Retirement Benefits		Voluntary Leaver (not entitled to Immediate Benefits)	
R1	Left employment: age 60+	V1	Left employment to take another job (under age 55)
R2	Left employment: age 55-59	V2	Opted Out of LGPS (still employed)
R3	Employment terminated: Redundancy (age 55+)	V3	Left employment following period of parental leave (under age 55)
R4	Employment terminated: Business Efficiency (age 55+)	V4	Left employment (under age 55) – other reasons
R5	Employment terminated: Entitled to ill health pension (any age)	Compulsory Leaver (contract terminated by employer)	
R6	Flexible Retirement (age 55+)	C1	Redundancy (under age 55)
R7	Age 75 attained – benefits payable	C2	Unsatisfactory Probation
		C3	End of Temporary Contract
Death		C4	Gross Misconduct
D1	Death in service	C5	Compulsory Transfer of employment (TUPE)
Separate Benefits		C6	EmployER has withdrawn from LGPS
S1	Still a member of LGPS but has opted to keep benefits separate	C7	Employment terminated by employer for other reason

**** FURTHER DETAILS ****

(C5) Name of New Employer	
----------------------------------	--

Further Details/ Comments/ Next of Kin	
---	--

Further Forms Needed	Form(s)	Submitted	To Follow
Actuarial Reductions waived	R16		
Additional Pension awarded	R16		
Early Retirement (R3, R4 or R6)	R16		
Ill Health Retirement (R5)	R18 and R45		

[See notes on page 4 for help in completing this form]

If you need assistance completing this form, please contact our
Member Services Team on 01603 495923

**** PAY DETAILS ****

Full-time Equivalent (FTE) Final Pay (Pre 2014 definition)	Date	Amount
Year Ending with last day of membership		
Year Ending 1 year prior to last day of membership		
Year Ending 2 year prior to last day of membership		
Year Ending with day before Normal Pension Age (65) where last day of membership after this date		

Pensionable Pay (tax years from 2014/15 onwards)	Tax-Year	Main section	50/50 Section
Tax Year Before Leaving			
Tax Year of Leaving			
Tax Year after Leaving			

Assumed Pensionable Pay as at Last Day of Membership _____ p.a.

NI Contracted-Out Earnings	Tax-Year	Amount
Tax Year Before Leaving		
Tax Year of Leaving		
Tax Year after Leaving		

**** CONTRIBUTION DETAILS ****

Employee Normal Contributions	Tax-Year	Latest % in year	Amount
Tax Year Before Leaving			
Tax Year of Leaving			
Tax Year after Leaving			

Additional Pension Contributions (APC)	Tax-Year	Employee	Employer (shared cost APC only)
Tax Year Before Leaving			
Tax Year of Leaving			
Tax Year after Leaving			

Additional Voluntary Contributions (AVC)	Tax-Year	Equitable Life	Clerical Medical	Prudential
Tax Year Before Leaving				
Tax Year of Leaving				
Tax Year after Leaving				

[See notes on page 4 for help in completing this form]

**** HOURS DETAILS ****

	PT Hours	WT Hours
Contractual Weekly Hours (as at Last Day of Membership) (Averaged hours if works term-time)		

Where no set contractual hours	PT Hours	WT Hours
Average Contractual Weekly Hours – during tax-year of leaving		
Average Contractual Weekly Hours – during tax-year prior to leaving		

**** FURTHER PAY DETAILS ****

Question	Answer	Action	
Has member taken drop in full-time pay during 10 years prior to date of leaving	YES / NO	If YES please provide details for 13 years ending 31 March starting with 31 March prior to leaving	
Was member issued with a Certificate of Protection (prior to 2008) because pay was reduced	YES / NO	If YES please provide details for 13 years ending with the anniversary of date of leaving	
	Period From	Period To	Full-time Equivalent (FTE) Final Pay (Pre 2014 definition)
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			

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

I confirm on behalf of the employer these details are correct and I'm authorised to do so

Signed: _____ Date: _____

Contact Name: _____ Telephone: _____

[See notes on page 4 for help in completing this form]

This form should be submitted via i-Connect

NOTES TO HELP YOU COMPLETE THIS FORM

If you need assistance completing this form, please contact our
Member Services Team on 01603 495923

** LEAVING DETAILS **

Ensure you complete the correct official leaving date and “reason membership ended” from the list provided.

** FURTHER DETAILS **

It's important you provide the name of new employer where the member has been TUPE transferred (C5) to ensure pension rights are protected.

** PAY DETAILS **

Full-time Equivalent Final Pay (FTE Final Pay): This figure is used to calculate pre-April 2014 benefits. The definition remains the same as that in place before April 2014 and therefore does not include non-contractual overtime. Pay lost due to periods of sickness or reduced pay in respect of child related leave should be added in. Where an employee works part-time the full-time equivalent amounts should be shown. Where there is less than a year in the period the figure should be grossed up to an annual amount.

Pensionable Pay: This is the new definition of pay (including any non-contractual overtime) on which pension contributions are payable. Where a member has a period of reduced or nil pay due to sickness or reduced pay in respect of child-related leave then Assumed Pensionable Pay (APP) should be included here instead of actual pay received for that period. Do not include APP for any period of additional unpaid child-related leave as this is treated as unpaid leave of absence.

Assumed Pensionable Pay (APP): This is pay in the last 3 months (or 12 weeks) pay up to the date of leaving – uprated to an annual amount. Where any pay has been lost due to sickness or child-related leave on reduced pay then appropriate amount of APP for that period should be included.

Main section / 50/50 Section: Pensionable Pay should be split between the Main section and 50/50 section depending on the rate of employee contributions payable.

** CONTRIBUTION DETAILS **

Ensure you complete all relevant sections and the appropriate tax year is also entered.

** HOURS DETAILS **

For most members you will only need to complete the contractual hours as at last day of membership box. Ensure you show the averaged out figure for those staff who work term-time only. Also show the WT hours (e.g. 37.00).

** FURTHER PAY DETAILS **

Where the member has suffered a drop in pay in the last 10 years to date of leaving or was issued with a Certificate of Protection (prior to April 2008) because pay was reduced please provide the further FTE Final Pay details.

This form should be submitted via i-Connect