

Option to switch between sections of the Scheme

Member completes Member Details and Part A electronically and sends both pages to Employer.

Employer reviews and completes Part B and submits 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)**

***** Do not complete this form before you have joined the Scheme *****

Member details

Employer

Member's Full Name

NI Number

Payroll Reference(s)

If you have more than one job, you must list all the relevant payroll references and assignment numbers which are to be transferred between 50/50 Section and Main Section of the LGPS.

Part A Scheme Member - Please tick either Option 1 or Option 2

Option 1

I have read the notes below and wish to **reduce** my contributions by joining the 50/50 Section from the next available pay period. I understand I will pay half normal contributions and build up half normal pension from that date for the payroll reference(s) above. I also understand when I will be switched back to the main scheme.

Option 2

I have read the notes below and wish to **increase** my contributions by rejoining the Main Section from the next available pay period. I understand I will start earning normal pension for the payroll reference(s) above from that date.

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

Signed

Date

Return this form to your Employer's HR or Payroll Team to complete and action

Information

Members in the 50/50 Section must be brought back into the Main Section:

- On the Employers Automatic Enrolment Anniversary Date, or
- From the pay period when a members pay is reduced (on sickness or injury leave) to nil.

Employers must notify members before any change back to the Main Section. A further declaration can be made at any time to rejoin the 50/50 Section.

Additional contributions (APC) to buy extra pension at whole cost to themselves must cease and members will be credited with the amount already purchased.

New member only APC contracts can only be started by members contributing to the Main Section of the scheme.

If members are paying additional contributions (APC) to cover a period of absence due to industrial action or (SCAPC) for authorised absence these contributions can continue.

Please check the member details overleaf and confirm the reason and date of section change. Sign and date the declaration before submitting via i-Connect. (NCC send to PenDocs)

For multiple changes with regard to automatic enrolment, Employers can use the spreadsheet form SR106B available on our website.

Part B Employer (HR or Payroll to complete) – Confirmation of payroll adjustments

Member Option

Joins 50/50 Section or Main Section from:
(Any extra pension APC's must cease on switching to 50/50 Section)

Automatic move back into the Main Section

Automatic Enrolment Anniversary Date
 Member on NIL pay due to sickness or injury

} Rejoined Main Section from:

Employer's Declaration

I confirm I am authorised to complete this form on behalf of an Employer participating in the Norfolk Pension Fund. **Wet signature if paper copy otherwise input your email address in the 'Signed' box:**

Signed Date

Contact Name Telephone

Information

Members in the 50/50 Section must be brought back into the Main Section:

- On the Employers Automatic Enrolment Anniversary Date, or
- From the pay period when a members pay is reduced (on sickness or injury leave) to nil.

Employers must notify members before any change back to the Main Section.

A further declaration can be made at any time to rejoin the 50/50 Section.

If members are paying additional contributions (APC) to buy extra pension at whole cost to themselves then those contributions must cease and members will be credited with the amount already purchased.

New member only APC contracts can only be started by members contributing to the Main Section of the scheme.

If members are paying additional contributions (APC) to cover a period of absence due to industrial action or (SCAPC) for authorised absence these contributions can continue.

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

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