



## Notification Form to opt out of the LGPS (non Teaching Staff)

*Once you have read the accompanying notes, if you want to opt out of pension saving, fill in this form and return it in accordance with the advice given.*

**Please note: you cannot complete this form before commencing employment or being enrolled in to the LGPS.**

**Before opting out entirely – have you considered the 50/50 option**

Please complete as appropriate using block capitals

|                               |  |                                          |  |
|-------------------------------|--|------------------------------------------|--|
| <b>Surname</b>                |  | <b>Title</b>                             |  |
| <b>Forename (s)</b>           |  | <b>Date of Birth</b>                     |  |
| <b>National Insurance No.</b> |  | <b>Date commenced this / these roles</b> |  |
| <b>Employer</b>               |  |                                          |  |
| <b>Home Address</b>           |  |                                          |  |
| <b>Post code</b>              |  | <b>Day time telephone no.</b>            |  |

From when do you wish to opt out of membership of the LGPS?

Please tick the relevant box

|                                          |  |
|------------------------------------------|--|
| From the beginning of my next pay period |  |
|------------------------------------------|--|

|      |              |  |
|------|--------------|--|
| From | (DD/MM/YYYY) |  |
|------|--------------|--|

If you hold more than one post with the L B Redbridge Pension Fund, it will be assumed that you wish to opt out of membership of the LGPS in all of these posts. However, if you wish to opt out of some but not all of these posts, please indicate in the box below the name of the posts from which you wish to opt out of LGPS membership.

|                      |                           |
|----------------------|---------------------------|
| Job title / Location | Payroll number (if known) |
|----------------------|---------------------------|

|              |  |  |
|--------------|--|--|
| <b>Job 1</b> |  |  |
| <b>Job 2</b> |  |  |
| <b>Job 3</b> |  |  |

Continued overleaf

## Declaration

I declare that by opting out of the Local Government Pension Scheme (LGPS) I am knowingly giving up the opportunity to participate in the LGPS which would provide a guaranteed package of benefits which are backed by pension legislation including:

- **a secure pension** – payable for life that increases with the cost of living including
- **tax free cash** – the option to exchange part of my pension for some tax-free cash at retirement
- **voluntary early retirement** – from age 55, although the benefits payable would be reduced to take into account early payment in all cases if taken before age 60, and in some cases if taken before the schemes normal retirement age.
- **serious ill-health cover** – if I have to retire due to a serious illness I could receive immediate benefits based on an enhanced period of scheme membership
- **redundancy cover** – with the early payment of unreduced pension benefits if I am made redundant or retired on business efficiency grounds at age 55 or over
- **life cover** – with a lump sum of three times my annual final pay if I die in service
- **cover for my family upon my death** – including a survivor's pension for my spouse, civil partner or cohabiting partner as well as children's pensions for eligible children
- **re-joining the LGPS** - I understand that I can re-join the LGPS at any time, in and that I will be automatically enrolled back into the LGPS on the Automatic re-enrolment dates
- **50/50 section** – I have read and understood the 50/50 section

I have read the above and understand that the choices I make now are important when planning for my retirement. **I confirm that I wish to opt out of the pension scheme in the post(s) I have indicated on this form. I understand that if I opt out, I will lose the right to pension contributions from my employer** I understand that if I opt out I may have a lower income when I retire.

Please see the notes given with this form for information about when you can sign, date and return this form. It is important to complete this form fully. An incomplete form will not be accepted as a valid option out and the form will be returned to you for completing.

Signed \_\_\_\_\_ Date \_\_\_\_\_

*Please ensure you have signed the form rather than used a typed signature*

This form will be used to end your active membership of the LGPS in accordance with your instructions. It will be retained as a record of your election to end membership of the LGPS, or as a record of your election to end membership in the post or posts you have indicated on the form.

### PLEASE RETURN THE COMPLETED FORM AS FOLLOWS:

IF employed by L B REDBRIDGE and using the Councils Payroll – **TO PAY AND CONTRACTS TEAM**

For any other Employer - **TO YOUR EMPLOYER**

For a School NOT using the Councils Payroll Services, - **TO YOUR PAYROLL PROVIDER**

**Any Queries please telephone 020 8708 8338**



For access to <https://www.redbridge.gov.uk/pensions/>

**June 2025**

## WHAT YOU NEED TO KNOW – NOTES FOR YOU TO RETAIN

Your employer cannot ask you or force you to opt out.

If you are asked to opt out, you can tell The Pensions Regulator – see [www.thepensionsregulator.gov.uk](http://www.thepensionsregulator.gov.uk)

You cannot opt out of the LGPS before you have started the employment you wish to opt out of, or before your re-enrolment date, if you have opted out previously and are being automatically re-enrolled by your employer. If you sign and date the form before then it will be treated as an invalid opt out.

You should return the completed opt out form in accordance with the instructions given overleaf.

If you have another job with another employer, that employer might also put you into pension saving, now or in the future. This opt out notice only opts you out of LGPS pension saving in relation to the employer and jobs you have named on this form. A separate opt out notice must be filled out and given to any other employer you work for if you wish to opt out of pension saving with that employer as well. You will need to obtain the relevant opt out form from the pension administrators of the scheme provided by that employer.

If you opt out of the LGPS before completing three months' membership, you will be treated as never having been a member. You will receive a refund of any contributions deducted from your pay.

If you opt out of the LGPS:  
with more than three months' but less than two years' membership, and  
you do not already have a deferred benefit, or pension in payment, from the LGPS in England or Wales  
you will normally be able to take a refund of your contributions. There will be a deduction for tax.

If you opt out of the LGPS with two or more years' membership, you will be entitled to a deferred pension benefit in the LGPS. You can only take your deferred pension after you have left your employment, and usually from:  
your normal pension age (which is the same as your State Pension age but with a minimum of age 65) or  
on a reduced basis from age 55 onwards.  
Your LGPS pension must be paid to you at age 75 at the latest. Alternatively, you can transfer your deferred benefit to another pension scheme as long as you elect to do this at least one year before your normal pension age.

If you decide to opt out of membership of the LGPS and subsequently change your mind, you will be able to rejoin the Scheme provided you are under age 75 and you remain in an employment that qualifies you for membership of the LGPS. You will need to complete a joiners Option form to rejoin the LGPS.

If you stay opted out, your employer will normally automatically re-enroll you into the LGPS approximately three years from the date they have to comply with the automatic enrolment provisions of the Pensions Act 2008. You will be able to opt out of membership of the LGPS again at that time.

If you change employer, your new employer will normally enroll you into pension saving straight away.

### **Who do I return the form to?**

If you are employed by L B Redbridge the form should be forwarded to your payroll provider, which may not be the Councils Pay and Contracts team.

If you are employed by an employer OTHER than L B Redbridge, such as an Academy, your form should be forwarded to your Employer for noting and forwarding to the Pensions Team and their Payroll provider.

### **Will I receive a refund of my contributions?**

If you opt out of the LGPS before completing three months membership, and do not hold any other LGPS benefits, you will be treated as never having been a member and will receive a refund of the contributions deducted from your pay, usually through your pay.

If you opt out after three months, but before 2 years, the pension team will offer you a refund of the contributions you have paid less statutory deductions in respect of Income Tax. This deduction is because you received tax relief on those contributions at the time that you paid them. You will also be given details of any other options available to you.

A refund is not payable if you have transferred in any other pension plans or membership.

If you opt out after 2 years, you will be entitled to a deferred pension benefit in the LGPS which, unless you transfer the benefits to another pension scheme, would normally be payable from state pension age, or you can take reduced benefits before then at any point after your 55<sup>th</sup> birthday.

**NB if you have opted out of the LGPS following flexible retirement, any contributions paid cannot be refunded.**