

**The Local Government Pension Scheme (LGPS)
Surrey Pension Fund
LG6 Election to join the LGPS 2022 V1**



You should complete this form if you elect to join the LGPS. If you elect to join the scheme in more than one post you must complete a separate election form for each post.

Please make sure that you fully complete the form and return it to your employer so that they can arrange for your scheme membership to begin from the next available pay period.

More information about the benefits offered by the LGPS can be found on the national website for LGPS members: www.lgpsmember.org

Your personal details

Required information	Answer
Title:	
Forename:	
Surname:	
Date of birth (dd/mm/yyyy):	
Your home address:	
Postcode	
National Insurance number:	
Email address:	

Employment details

Please provide the following information for the job in which you are electing to join the LGPS

Required information	Answer
Employer:	
Pay reference (if known):	
Job title:	

Declaration

I elect to join the LGPS for the job I have named overleaf.

I understand that my membership of the scheme will start from the next available pay period.

Required information	Answer
Signed:	
Date (dd/mm/yyyy):	

Please return this form directly to your employer's HR/Payroll department.

Employer – please read the instructions below.

LG6 Election to join the LGPS – notes for employers

Instructions for the employer receiving this form

An employee has completed this form because they have elected to join the LGPS in the job that they have provided details of on the first page. On receiving this form, you should take the following actions:

1: Check that the member is entitled to join the LGPS in this job

- The employee is under the age of 75
- The employee is not entitled to join another pension scheme in this post (eg Teachers' Pension Scheme)
- If you are a designating body (such as a town or parish council) or an admission body, the employee may not have an automatic right to join the LGPS. Please confirm whether the employee has the right to join the LGPS and only proceed to the next stages if they do.

2: Take the appropriate action to arrange for pension contributions (employee and employer contributions) to start to be deducted from the next available pay period after you receive the member's election to join the LGPS.

Please note that it is **not possible for membership of the LGPS to be backdated** to a date before you received the completed opt in form.

3: Provide the employee with the short guide to the LGPS for new scheme members, available on the Surrey Pension Fund website: www.surreypensionfund.org

4: Notify the Pensions team that the employee has joined the LGPS by your normal method of letting us know about new starters (completing a new joiner spreadsheet or via iconnect)

If you have any questions about this form, please contact the Customer Relationship Team:

By phone: 0300 200 1031 (9am to 4pm)

By post: Surrey Pension Team, PO Box 465, REIGATE, RH2 2HA