



Starter form – Covers all Police Pension Schemes

To be completed by the employer

Employee information Please complete all of this section

Title _____ First Name(s) _____ Surname _____
Address _____
Postcode _____
National insurance number

--	--	--	--	--	--	--	--	--	--

Date of birth: _____ / _____ / _____
Collar number _____ Payroll number _____
Email address _____ Telephone _____

Current service

Rank _____
Location _____
Date this service began _____

Reason for joining pension scheme

New appointment
Transfer from _____ police force
Automatically re-enrolled (previously opted out)
Opting in (previously opted out)

Current scheme membership


Scheme: PPS / NPPS / 2015 Police pension Scheme _____
Date joined scheme: _____
Taper date: _____
Whole-time equivalent pay: _____
Contribution rate: _____ %
Tick if **not** eligible for ill health benefits

Hours

Full-time Part-time, weekly hours: **/ 40**

Contact in case of query

Completed by _____ Date: _____
Email address _____ Telephone no _____

 Data protection - Pensions Services will keep a copy of this form and use it to process the member's pension benefits.

Notes

Use this form for officers joining or re-joining the Police 2015 scheme and for officers who have transferred from another force with PPS or NPPS membership. Please complete all parts of the form.

- If you receive a certificate of service in respect of the member, please forward a copy to us. Please also send any pensions forms that the employee gives to you.
- Current officer contribution rates are on our website
- New appointments will need a transfer booklet

Where should I send the form?

- Pensions Services, The Castle, Winchester, Hampshire; SO23 8UB
- email: pensions@hants.gov.uk
- Fax: 01962 834537

Please phone us on 01962 845588 if you have any questions. Forms are on our website: www.hants.gov.uk/pensions

Notes for Pensions Services

Please set up a new pension record for

- new appointments
- transfers from other police forces (all Police pension schemes)
- deferred PPS members being automatically re-enrolled or opting into the 2015 scheme
- deferred NPPS members being automatically re-enrolled or opting into the 2015 Scheme

Re-open existing deferred record for

- NPPS deferred members being automatically re-enrolled without break in employment
- NPPS deferred members opting back into the NPPS without break in employment
- 2015 scheme deferred members being automatically re-enrolled without break in employment
- 2015 deferred members opting back into the NPPS without break in employment