

# Local Government Pension Scheme

## Request for an estimate of Pension benefits

Please be aware if you have invested in AVCs this will not be included in your estimate as standard. If you are within 1 year of retirement then you can request an estimate to include your AVC's by ticking this box

### Part A – Please complete

Personal details											
Full Name .....	Title .....										
Address .....											
Postcode .....											
Email .....											
National Insurance number	<table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td> </tr> </table>										
Date of birth	<table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td> </tr> </table>										
Pay number	<table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 100%;"></td> </tr> </table>										
Estimated date of leaving	<table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td> </tr> </table>										

Partnership status	
<input type="checkbox"/> Married	<input type="checkbox"/> Civil partner
<input type="checkbox"/> Single	<input type="checkbox"/> Divorced
Date effective from: .....	
<input type="checkbox"/> Cohabiting partner	<input type="checkbox"/> Widowed
<input type="checkbox"/> Civil partnership dissolved	

Reason for estimate request (tick one)	
Voluntary retirement (age 55 or over) [see note (a) below]	<input type="checkbox"/>
Voluntary resignation (under age 55) [see note (b) below]	<input type="checkbox"/>
Notes	
(a) The earliest date benefits can be paid is age 55. (b) If you leave before age 55 with at least two year's service, you are entitled to a deferred benefit.	

- You can only request one free estimate in a 12-month period (per pension account). There will be a charge for additional estimates.
- Do not use this form for estimates for flexible retirement, redundancy/efficiency & ill health retirement. These must only be requested by your employer.
- Hampshire Pension Services will provide the estimate you have requested within **one month** of receiving the fully completed form from your employer.

### Declaration

I confirm that I have read the notes above

Signed

Date

.....

When you have completed Part A **send the whole form to your employer's payroll office** to complete Part B. **Do not send to Hampshire Pension Services direct.**

### Part B - Employer to complete

#### Actual pensionable pay

Please give actual pay; use assumed pensionable pay where pay was reduced due to sickness absence, ordinary maternity, paternity or adoption leave, or additional maternity, paternity or adoption leave where pay was received and contributions paid.

#### Main section of LGPS

- From last 1 April to estimated leaving date – current scheme year £  
(given in Part A)
- 1 April to 31 March – Previous scheme year £

#### 50/50 section of LGPS

A member on nil pay due to sickness should be returned to the main section of the LGPS.

- From last 1 April to estimated leaving date – current scheme year £
- 1 April to 31 March – Previous scheme year £

#### Whole-time pensionable pay

Whole-time equivalent pensionable pay for the last 12 months to estimated date of leaving

£

**Hours and weeks** Please complete if you do not have access to the pensions system

Please confirm all changes of contractual hours while the person has been a member of the pension scheme (continue on separate sheet if needed).

Date		Hours per week		Weeks per year	50/50 section
From	To	Hours per week	Full time hours		
				/52	
				/52	
				/52	
				/52	
				/52	

**10 Breaks in pensionable membership**

If the employee had any breaks in membership during this employment, for which they did not pay additional pension contributions, please list them below (add pages or extra lines if needed). This may include:

- additional, unpaid maternity, paternity or adoption leave
- strike
- absence with permission (except for sickness or injury)

Date from	Date to	Type of service break

**For employers with pensions system access**

I have checked member's record on the pension system and can confirm that the service history has been correctly updated.

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

**Your details**

Completed by:

Date:

E-mail Address:

**Employer only:** Completed forms can be emailed to [pensions@hants.gov.uk](mailto:pensions@hants.gov.uk) or posted to: Pension Services, The Castle, Winchester; SO23 8UB



For information on how we hold and use your data, please visit <https://www.hants.gov.uk/hampshire-services/pensions/local-government/contact-and-resources/privacy-notice>