NOTES ON COMPLETING THE NOTIFICATION OF LEAVER FORM

This form should be completed and sent to the Pensions team as soon as possible after the member's leaving date.
In the case of a retirement, please send it before the final date of service if at all possible.

Job title – if the employee is leaving more than one job, a separate form must be completed for each job

Reason for leaving the LGPS –
Opted out of LGPS,   Voluntary Resignation,   Voluntary Retirement on or after age 55,
Ill-Health Retirement,   Redundancy Retirement,   Efficiency Retirement,
Flexible Retirement,   Age 75   Death in Service,
Dismissal, stating why dismissed

If the member has opted out of the LGPS, please attach a copy of the Opt Out Form.

If an Ill health retirement, please attach the IRMP certificate and the employer's decision regarding granting ill health retirement.

If a Redundancy retirement, please attach a copy of the redundancy declaration form.

If a flexible retirement, please attach a copy of the employer approval form.

Contributions for a refund
Do not complete this part if the member has been paying contributions for more than 2 years.

Pre 2014 scheme pensionable pay details
The figure given should be the whole time equivalent pay under the 2008 scheme definition.

For a part timer this should be the wholetime equivalent pay.

EG: if the last day of service was 31 December 2019,

01/01/2019 – 31/03/2019	w/t pay is £20,000	=	£ 5,000
01/04/2019 – 31/12/2019	w/t pay is £24,000	=	£18,000
		Figure is	£23,000

Post 2014 - CARE pay
This is the actual pay, paid to the member split between the 2 spanning financial years,
EG: if last day of membership is 7 July, then the top line should be the pay received from 1 April to 7 July
The lower line should be the pay received in the preceding financial year.

Assumed Pensionable Pay - APP.
To calculate APP look at the last 3 months prior to the month when pay reduced, average that pay and times by 12 Please refer to the LGA Payroll guide for more information.