

**Local Government Pension Scheme**

**Early leaver notification – without entitlement to immediate benefits**

**Form – LGPS8A**

This form is for employers participating in the East Sussex Pension Fund (ESPF). It should be used to notify ESPF of a pension scheme member who is leaving the scheme early and will not be entitled to immediate benefits.

**Employer name**

**I. Employee details**

|  |  |
|--|--|
| Title (Please enter Mr, Mrs, Ms, Miss or other – please specify) |  |
| Surname  |  |
| Forename(s)  |  |
| Previous surname (if applicable)                                 |  |
| National Insurance number  |  |
| Address where correspondence should be sent                      |  |
| Post on leaving  |  |
| Employment number / Employee number / Start date                 |  |
| Date left / leaving scheme                                       |  |

Please indicate your employees marital/partnership status by marking one box below

|                                   |                                   |  |  |
|-----------------------------------|-----------------------------------|--|--|
| Single <input type="checkbox"/>   | Married <input type="checkbox"/>  | Civil partnership <input type="checkbox"/>       | Civil partnership dissolved <input type="checkbox"/> |
| Widow/er <input type="checkbox"/> | Divorced <input type="checkbox"/> | Surviving civil partner <input type="checkbox"/> | Cohabiting partner <input type="checkbox"/>          |

## 2. Reason for leaving – please tick one box

| Information required   | Tick one box             |
|--|--------------------------|
| a) Opted out of scheme (please enclose copy of employees written confirmation) | <input type="checkbox"/> |
| b) Voluntary resignation   | <input type="checkbox"/> |
| c) End of fixed term contract/temporary appointment                            | <input type="checkbox"/> |
| d) Dismissal   | <input type="checkbox"/> |
| e) Dismissal – fraud/grave misconduct  | <input type="checkbox"/> |
| f) Redundancy / Efficiency (member is under age 55)                            | <input type="checkbox"/> |
| g) Tupe transfer   | <input type="checkbox"/> |

Please enter below a summary of employment history (including breaks in service and all changes in contractual hours or work per week/working weeks per year). Continue on a separate sheet if necessary.

## 3. Pensionable pay – for members with pre 01/04/2014 service

|   |   |
|---|---|
| a) Final pay - whole-time pensionable pay during last 365 days of employment <sup>1</sup> | £ |
| b) Whole-time pensionable salary at date of leaving <sup>1</sup>                          | £ |
| c) During year ended  |   |
| (if one of the previous two years is higher)  | £ |

<sup>1</sup> If employee is term-time, whole-time pay details given above must be 52 week equivalent.

If a valid **Certificate of Protection of Pension Benefits** has been issued, please enter details of the pay which would yield the highest pension benefits below.

|                                      |   |
|--------------------------------------|---|
| Year ended                           |   |
| Whole-time equivalent pay to be used | £ |

## 4. Pensionable Pay (or Assumed Pensionable Pay if applicable) (CARE) Actual or assumed pensionable pay from 1 April last to date of leaving

| Date from    | Date to | Pay amount<br>Main Section £ | Pay amount<br>50/50 Section £ |
|--------------|---------|------------------------------|-------------------------------|
|              |         | £                            | £                             |
|              |         | £                            | £                             |
|              |         | £                            | £                             |
| <b>TOTAL</b> |         | £                            | £                             |

## 5. Pension contributions

|   |   |   |
|---|---|---|
| a) Employees contributions paid during year of termination      | £ |   |
| b) Employees contribution rate during year of termination       |   | % |
| c) Paid during previous year to 31 March                        | £ |   |
| d) Employees contribution rate during previous year to 31 March |   | % |

## 6. National Insurance (pre 06/04/2016 only)

Employee's contracted-out earnings between the lower and upper earnings limit during:

|  |  |
|--|--|
| a) The year in which contracted-out employment ended |  |
| b) the year preceding a) above, to 5 April           |  |

## 7. Authorisation

|                                |  |
|--------------------------------|--|
| Authorising officer signature* |  |
| Authorising officer print name |  |
| Email                          |  |
| Telephone number               |  |
| Date                           |  |

\*We can accept employer forms via email without the need for a handwritten signature if the email is sent:

- By a contact at the employer who is listed on the authorised signatories list, and
- From an employer email address e.g., John.smith@eastsussex.gov.uk

Please return the completed form via email to [pensions@eastsussex.gov.uk](mailto:pensions@eastsussex.gov.uk) or by post (wet signature still required) to:

Pensions, East F, County Hall, St Anne's Crescent, Lewes, East Sussex, BN7 1UE

If you need to contact us, please call 0300 200 1022 or email [pensions@eastsussex.gov.uk](mailto:pensions@eastsussex.gov.uk).