

**Local Government Pension Scheme
Notification of starter**

Form - LGPS5A

This form is for employers participating in the East Sussex County Council Pension Fund. It should be used to notify ESCC of new pension scheme members.

Form LGPS-1 completed by the employee on commencement of employment should be enclosed with this form. Please complete the enclosures section of this form.

Employer name

I. Scheme member's details

Title (Please enter Mr, Mrs, Ms, Miss or other – please specify)	
Sex	
Surname	
Forename(s)	
Previous surname (if applicable)	
Payroll reference	
National Insurance number	
Date of birth	
Date of birth verified (yes or no)	Yes No
Members address 1	
Members address 2	
Members address 3	
Members address 4	
Postcode	
Members Email Address	

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

Single	Married	Civil partnership	Civil partnership dissolved
Widow/er	Divorced	Surviving civil partner	Cohabiting partner

2. Employment details

Information required	Enter details here
Job title	
Date joined scheme in this employment	
Contract type (please indicate whole time, part time or casual (variable hours))	
% if part-time (pro-rata if term time)	
Contribution rate - %	
Additional contribution rate - %	
Type of additional contribution – please specify if AVC's or APC's (if applicable)	

3. Pensionable pay

Whole time equivalent pay per annum (to be completed in all cases)	£
Estimated bonus/pensionable allowances in first year	£

4. Enclosures - The following forms are enclosed with this form (Please tick as appropriate).

Form LGPSI 'Membership Questionnaire' as completed by the scheme member	
Birth Certificate	

5. Authorisation

Authorising officer signature	
Authorising officer print name	
Email	
Telephone number	
Date	

Please return the completed form to:

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

If you require any support, please email pensions@eastsussex.gov.uk or call 0300 200 1022.