

**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

1. 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)	
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 <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. 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)	
Ratio of weekly part-time hours (pro-rata if term time). i.e. 20.00/37.50	
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 LGPS1 'Membership Questionnaire' as completed by the scheme member	<input type="checkbox"/>
Birth Certificate	<input type="checkbox"/>

5. 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 or by post (wet signature still required to:

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

Support: email pensions@eastsussex.gov.uk or call 0300 200 1022.