

**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 Main Section £	Pay amount 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).