

**Local Government Pension Scheme
Application to pay Additional Pension Contributions (APCs) by Regular
instalments**

It is important that you read the member guidance notes on page 2/3 before completing this application form.

What is this form for?

East Sussex Pension Fund members should use this form to apply to pay APCs in the Local Government Pension Scheme through regular instalments.

SECTION A - Personal details

Title	
Surname	
Forename(s)	
Home address 1	
Home address 2	
Home address 3	
Home address 4	
Postcode	
National Insurance number	
Date of birth	
Telephone number	
Email address	
Employer	
Personnel number	

SECTION B - Declaration

Declaration by Scheme Member

I elect to pay additional contributions via regular instalments to buy extra pension in the Local Government Pension Scheme.

I attach a copy of the Application form from the national website for scheme members www.lgpsmember.org which sets out details of the additional contributions that I elect to pay.

The number of days that I have been absent from work due to sickness in the last 12 months is:

Please tick the relevant box

Less than 7 days

OR

7 days or more*

Reason for absences:

I declare that the information I have entered on this form is correct. If any of the details change then I will inform the Pension Administration Team immediately.

Signed:	
Date:	

Member Guidance notes for completion & additional information

* **IMPORTANT** - If you have ticked '7 days or more' then you may be asked to undertake a medical assessment. Additional contributions can be paid on a provisional basis straight away. Your application to pay APC's will be cancelled and any contributions paid on a provisional basis will be refunded to you if your Employer's Occupational Health medical practitioner believes that you have a reduced likelihood of working up to your Normal Pension Age as a result of an underlying health condition.

If you have ticked '7 days or less' and we have received the lump sum payment your record will be updated accordingly. However, if East Sussex Pension Fund is made aware that the number of days that you have been absent due to sickness in the year ending on the date that you sign this form is 7 days or more, then your purchase of additional pension will be cancelled and any extra contributions already deducted will be returned to you.

You should **NOT** complete this form if you wish to pay extra contributions to buy back pension 'lost' during a recent period of unpaid leave. Please contact your employer for the appropriate form if you have recently returned from unpaid leave and want more information about your options.

You **SHOULD** complete this form if you are electing to buy extra pension in the LGPS via regular instalments. Follow the instructions below.

1. Visit **www.lgpsmember.org**, and click on 'Additional Pension Calculator' at the foot of the page and then select 'Buy extra pension – Quote and apply'.
2. Once you have decided on the amount of additional pension that you would like to buy via monthly deductions, and the period over which the contributions should be deducted, then you should print a copy of the Application available from the website. **IMPORTANT** - Please check the output carefully before taking any further action.
3. Complete Sections A and B of this form and return together with the application from the online calculator to Pension Services. The form can be emailed or sent to us by post.

Email address: pensions@eastsussex.gov.uk

Postal address: Pension Services. East Sussex County Council, County Hall, St Anne's Crescent, Lewes, East Sussex, BN7 1UE

What happens next?

1. Pension Services will instruct your employer to start deducting the additional contributions from the next available pay period.
2. Pension Services will contact you in writing to confirm the amount of additional pension that you have elected to purchase and monthly payments.

IMPORTANT – You should check your payslip to make sure that the additional contributions are being deducted and contact your employer if you see any discrepancy.

One of the factors used to determine the cost of buying extra pension in the LGPS is your age. If you submit your application to pay APCs shortly before your birthday, then it may be necessary to amend the amount payable or to deduct more than one month's contributions in the first month, depending on payroll running dates. If this applies to you then the Pension Administration Team will write to you to let you know.

Still need our help?

If you need our help, please email pensions@eastsussex.gov.uk or call 0300 200 1022.