



Forms

This document lists all forms related to the Local Government Pension Scheme by document reference and usage.

Employer Forms

Retirement

Form reference	What is it used for?	Link to standard form	Link to editable form
LGPSRET1 - OA	Use this form if you are an employer and wish to request an estimate of the benefits that would become payable to an employee on early retirement (not due to ill health)	Access form	Access form
LGPSRET1 – ILL HEALTH OA	As above but for retirement due to ill health	Access form	Access form
LGPSRET2 - OA	Use this form where retirement (not ill health) has been discussed with an employee. The details will be used to provide, direct to the employee's home address, a provisional estimate of benefits and a pre-retirement pack giving details of the various options available.	Access form	Access form
LGPSRET2 – ILL HEALTH OA	As above but for retirement due to ill health	Access form	Access form
LGPS9A	Use this form to notify ESCC of a scheme member who is retiring (all types) and will be entitled to immediate benefits.	Access form	Access form

Other forms

Form reference	What is it used for?	Link to standard form	Link to editable form
AUTHORISED SIGNATORIES & CONTACT DETAILS FORM	This form should be completed in its entirety by the Section 151 officer or Chief Financial Officer, who is responsible for the payment of LGPS31 contributions (they must also sign LGPS31 form).	Access form	Access form
LGPS 31	Certificate of Pension Contributions. This form is for employers to confirm that contributions have been deducted and payments made to the scheme in accordance with the scheme's requirements.	Access form	Access form
LGPS 5A*	Notification of starter. This form is for employers to notify East Sussex Pension Fund of new pension scheme members. Form LGPS-1 completed by the employee on commencement of employment should be enclosed with this form.	Access form	Access form
LGPS 8A*	This form should be used to notify East Sussex Pension Fund of a pension scheme member who is leaving the scheme early and will not be entitled to immediate benefits.	Access form	Access form
LGPS 10A	This form should be used to notify East Sussex Pension Fund of a pension scheme member's death in service.	Access form	Access form
LGPS 5B*	This form should be used to notify East Sussex Pension Fund of amendments to existing scheme member's records (change of hours, period of absence, change of address).	Access form	Access form

*Forms 5A, 5B and 8A are being phased out for employers using i-Connect.

Ill health certificates

Form reference	What is it used for?	Link to form
LGPS IH – OA	Active members - Request for early payment of benefits on the grounds of ill health.	Access form
LGPS IH – 2C	Deferred member - Request for early payment of deferred benefits on the grounds of ill health (ceased membership as an employee before 1 April 1998).	Access form
LGPS IH – 2B	Deferred member - Request for early payment of deferred benefits on the grounds of ill health (ceased membership as an employee on or after 1 April 1998 and before 1 April 2008).	Access form

Form reference	What is it used for?	Link to form
LGPS IH – 2A	Deferred member - Request for early payment of deferred benefits on the grounds of ill health (ceased membership as an employee on or after 1 April 2008).	Access form
LGPS IH – 3A	Current Councillor - Request for early payment of deferred benefits on the grounds of ill health.	Access form
LGPS IH – 3B	Deferred Councillor - Request for early payment of deferred benefits on the grounds of ill health.	Access form
LGPS IH – 4D	Request for review of a tier 3 ill-health award. Current pensioner who left employment before 31 March 2014. REASON: 18-month review undertaken before normal pension age.	Access form
LGPS IH – 4E	Request for review of a tier 3 ill-health award. Suspended pensioner who left employment before 31 March 2014 REASON: Review requested by pensioner whilst pension is in payment or within 3 years of payment being discontinued and before normal retirement age.	Access form
LGPS IH – 4A	Request for review of a tier 3 ill-health award. Current pensioner who left employment after 31 March 2014. REASON: 18-month review undertaken before normal pension age.	Access form
LGPD IH – 4F	Request for review of a tier 3 ill-health award. Suspended pensioner who left employment before 31 March 2014. REASON: Review requested by pensioner 3 or more years after cessation of payment and before normal retirement age.	Access form
LGPS IH – 4B	Request for review of a tier 3 ill-health award. Suspended pensioner who left employment after 31 March 2014 REASON: Review requested by pensioner whilst pension is in payment or within 3 years of payment being discontinued and before normal retirement age.	Access form
LGPS IH – 4C	Request for review of a tier 3 ill-health award. Suspended pensioner who left employment after 31 March 2014. REASON: Review requested by pensioner 3 or more years after cessation of payment and before normal retirement age.	Access form

Member Forms

Form reference	What is it used for?	Link to standard form	Link to editable form
LGPS I	Membership questionnaire. Members should use this form to tell us whether you want to transfer other pension rights into the scheme and nominate beneficiaries in the event of your death.	Access form	Access form
LGPS IA	Opt out. Members should use this form to opt out of the Local Government Pension Scheme.	Access form	Access form

Form reference	What is it used for?	Link to standard form	Link to editable form
LGPS IB	Opt in. Members should use this form to tell us whether they want to transfer other pension rights into the scheme and nominate beneficiaries in the event of their death.	Access form	Access form
LGPS 5C	Members should use this form to notify East Sussex Pensions of a change to their personal details.	Access form	Access form
LGPS 50A	Members of the LGPS who wish to leave the main section of the Scheme and move to the 50/50 section of the Scheme should use this form.	Access form	Access form
LGPS NCPI	Declaration of Cohabiting Partner details for survivor's pension.	Access form	Access form
LGPS 50B	This form is for completion by those members of the LGPS who wish to leave the 50/50 section of the Scheme and move to the main section of the Scheme.	Access form	Access form
LGPS DGI	Members should use this form to let us know who they would like benefits paid to in the event of their death.	Access form	Access form

Further support

Email: employer.engagement@eastsussex.gov.uk

This factsheet is one of a series put together by East Sussex Pension Fund to help support employers with processing key tasks.



Employer Toolkit...

Pointing you in the right direction

You can view the full employer toolkit at:

[Employer Toolkit | East Sussex Pension Fund](#)