

New starter form

Title:	Full name (printed):
Full home address:	
Email address:	
Mobbile number:	
Date of Birth: (ensure scanned copy of certificate or passport is returned with this form)	
Employer:	
Job title:	
Start Date:	
NI Number:	
Marital Status:	

It is ESSENTIAL that you supply a scanned photocopy of either your birth certificate or passport and if married or in a civil partnership or divorced, the relevant certificate when returning this form to the Pensions Team.

Transfer of previous Pension Rights

If you wish to investigate the possibility of transferring previous pension rights, please note the following;

You must request a transfer within 12 months of joining the LGPS.

(that does not mean it needs to be completed within 12 months of joining but you must have started the process)

Pension transfers, including Local Government are not automatic. If the table below is not completed in full and you do not indicate "YES" to an interest in a transfer then your previous pension rights will remain where they are.

Applications received after 12 months of joining the Enfield Council LGPS will not be accepted.

NAME and ADDRESS of your Previous Pension Provider	Date Started	Date Ceased	Contributions Refunded?	Interested in a Transfer?
			YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
			YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
			YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
			YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
			YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
			YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>

If you previous pension was with a personal pension

If your previous service is with a **personal pension or private sector pension** including **NEST**, you will need to approach your former pension scheme and request both a transfer estimate and transfer discharge forms. These can be forwarded to zpensions@enfield.gov.uk and we will calculate how much they would buy in this pension scheme.

Signed:	Date:
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Please return the completed form to zpensions@enfield.gov.uk

Check list

Copy of Birth certificate/Passport and/or partnership certificate.	
Transfer documentation	

Notes

Membership of the LGPS is automatic if you will be employed on a contract of at least 3 months.

Membership of the LGPS is not automatic if your contract of employment is for less than 3 months or you will be employed on a casual or relief basis, but you can join on completion of this form.

If you qualify for automatic entry and wish to remain in the LGPS you are still required to complete this form.

If you qualify for automatic entry and do not wish to remain in the LGPS, you can opt out by contacting the Pensions Team for an opt out form after your employment has commenced.

EXISTING EMPLOYEES:

If you are employed on a contract of over or under 3 months, or are employed on a casual or relief basis and you are not contributing to the LGPS, you can join at any time by completing this form.



Contact Us

Please contact the Pension Team for more information and guidance.

We are here to help!

The Pensions Team can be contacted via

Zpensions@enfield.gov.uk

0208 379 3168

The LB of Enfield Pension Funds website

<https://new.enfield.gov.uk/pensions/>



The Pensions Section
 Exchequer Services
 Enfield Council
 PO Box 54
 Civic Centre
 Enfield
 EN1 3XY

