

Opt In form

This form is for completion by those who wish to Opt into the Local Government Pension Scheme only.
If you elect to join the scheme in more than one post you must complete a separate election form for each post.

Title:	Full name (printed):
Full home address:	
Email address:	
Mobile number:	
Date of Birth: (ensure scanned copy of certificate or passport is returned with this form)	
Employer:	
Job title:	
Pay number (if known):	
Opt In 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	

Returning the completed form

The completed election form should be returned to your employer’s Payroll Section and a copy sent to the Pensions Team at Zpensions@enfield.gov.uk

It is important that you fully complete this form. If it is incomplete, or you do not provide sufficient detail for your employer to identify the job(s) in which you wish to join the LGPS, the form will not be accepted as a valid request and will be returned to you for clarification.

Further Information

You can obtain further information about the LGPS from the following websites:

London Borough of Enfield Pension Fund;
<https://www.enfield.gov.uk/pension>

National website;
<https://www.lgpsmember.org/>



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
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 Enfield
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