

**Local Government Pension Scheme
Notification of starter**

Form - LGPS5A

This form is for employers participating in the East Sussex County Council Pension Fund. It should be used to notify ESCC of new pension scheme members.

Form LGPS-1 completed by the employee on commencement of employment should be enclosed with this form. Please complete the enclosures section of this form.

Employer name	
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I. Scheme member's details

Title (Please enter Mr, Mrs, Ms, Miss or other – please specify)	
Sex	
Surname	
Forename(s)	
Previous surname (if applicable)	
Payroll reference	
National Insurance number	
Date of birth	
Date of birth verified (yes or no)	
Members address 1	
Members address 2	
Members address 3	
Members address 4	
Postcode	
Members Email Address	

Please indicate your 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. Employment details

Information required	Enter details here
Job title	
Date joined scheme in this employment	
Contract type (please indicate whole time, part time or casual (variable hours))	
% if part-time (pro-rata if term time)	
Contribution rate - %	
Additional contribution rate - %	
Type of additional contribution – please specify if AVC's or APC's (if applicable)	

3. Pensionable pay

Whole time equivalent pay per annum (to be completed in all cases)	£
Estimated bonus/pensionable allowances in first year	£

4. Enclosures - The following forms are enclosed with this form (Please tick as appropriate).

Form LGPSI 'Membership Questionnaire' as completed by the scheme member	<input type="checkbox"/>
Birth Certificate	<input type="checkbox"/>

5. 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 or by post (wet signature still required) to:

Pensions, East F, County Hall, St Anne's Crescent, Lewes, East Sussex, BN7 1UE

If you require any support, please email pensions@eastsussex.gov.uk or call 0300 200 1022.