

## 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**

### 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)	Yes No
Members address 1	
Members address 2	
Members address 3	
Members address 4	
Postcode	
Email Address / phone number	

Please indicate your marital/partnership status by marking one box below

Single	Married	Civil partnership	Civil partnership dissolved
Widow/er	Divorced	Surviving civil partner	Cohabiting partner

## 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	
Birth Certificate	

## 5. Authorisation

Authorising officer signature	
Authorising officer print name	
Email	
Telephone number	
Date	

Please return the completed form 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](mailto:pensions@eastsussex.gov.uk) or call 0300 200 1022.