

Local Government Pension Scheme

Early leaver notification – without entitlement to immediate benefits

Form – LGPS8A

This form is for employers participating in the East Sussex Pension Fund (ESPF). It should be used to notify ESPF of a pension scheme member who is leaving the scheme early and will not be entitled to immediate benefits.

Employer name

I. Employee details

Title (Please enter Mr, Mrs, Ms, Miss or other – please specify)	
Surname	
Forename(s)	
Previous surname (if applicable)	
National Insurance number	
Address where correspondence should be sent	
Post on leaving	
Employment number / Employee number / Start date	
Date left / leaving scheme	

Please indicate your employees 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. Reason for leaving – please tick one box

Information required	Tick one box
a) Opted out of scheme (please enclose copy of employees written confirmation)	<input type="checkbox"/>
b) Voluntary resignation	<input type="checkbox"/>
c) Job transfer	<input type="checkbox"/>
d) End of fixed term contract/temporary appointment	<input type="checkbox"/>
e) Dismissal	<input type="checkbox"/>
f) Dismissal – fraud/grave misconduct	<input type="checkbox"/>
g) Redundancy / Efficiency (member is under age 55)	<input type="checkbox"/>
h) Tupe transfer	<input type="checkbox"/>

Please enter below a summary of employment history (including breaks in service and all changes in contractual hours or work per week/working weeks per year). Continue on a separate sheet if necessary.

3. Pensionable pay – for members with pre 01/04/2014 service

a) Final pay - whole-time pensionable pay during last 365 days of employment ¹	£
b) Whole-time pensionable salary at date of leaving ¹	£
c) During year ended	£
(if one of the previous two years is higher)	£

¹ If employee is term-time, whole-time pay details given above must be 52 week equivalent.

If a valid **Certificate of Protection of Pension Benefits** has been issued, please enter details of the pay which would yield the highest pension benefits below.

Year ended	£
Whole-time equivalent pay to be used	£

**4. Pensionable Pay (or Assumed Pensionable Pay if applicable) (CARE)
Actual or assumed pensionable pay from 1 April last to date of leaving**

Date from	Date to	Pay amount Main Section £	Pay amount 50/50 Section £
		£	£
		£	£
		£	£
TOTAL		£	£

5. Employee and Employer Pension Contributions

a) Employees contributions paid during year of termination	£
b) Employees contribution rate during year of termination	%
c) Paid during previous year to 31 March	£
d) Employees contribution rate during previous year to 31 March	%
e) Employer contributions paid during year of termination	£
f) Employer contributions paid during previous year to 31 March	£

6. National Insurance (pre 06/04/2016 only)

Employee's contracted-out earnings between the lower and upper earnings limit during:

a) The year in which contracted-out employment ended	
b) the year preceding a) above, to 5 April	

8. 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 need to contact us, please call 0300 200 1022 or email pensions@eastsussex.gov.uk.