

## Local Government Pension Scheme

### Application to pay Additional Pension Contributions (APCs) by **Regular instalments**

**It is important that you read the member guidance notes on page 2/3 before completing this application form.**

#### **What is this form for?**

East Sussex Pension Fund members should use this form to apply to pay APCs in the Local Government Pension Scheme through regular instalments. This form should be completed in addition to the APC application form available from the LGPS member website.

#### **SECTION A - Personal details**

Title	
Surname	
Forename(s)	
Home address 1	
Home address 2	
Home address 3	
Home address 4	
Postcode	
National Insurance number	
Date of birth	
Telephone number	
Email address	
Employer	
Personnel number	

## SECTION B - Declaration

### Declaration by Scheme Member

I elect to pay additional contributions via regular instalments to buy extra pension in the Local Government Pension Scheme.

I attach a copy of the Application form from the national website for scheme members **[www.lgpsmember.org](http://www.lgpsmember.org)** which sets out details of the additional contributions that I elect to pay.

The number of days that I have been absent from work due to sickness in the last 12 months is:

Please tick the relevant box

Less than 10 days

OR

10 days or more

1

\_\_\_\_\_

Reason for absences:

I declare that the information I have entered on this form is correct. If any of the details change then I will inform Pension Services immediately.

Signed:	
Date:	

### Member Guidance notes for completion & additional information

**IMPORTANT - If you have ticked '10 days or more'** then you will be asked to complete an APC medical certificate form which requires input from a registered medical practitioner (your doctor for example), before your application can proceed. The Fund requires proof from the registered medical practitioner that you are in reasonably good health\*.

\* An APC contract is deemed to be 'paid for' if you retire for health reasons or die in service. The medical declaration is used to assess the level of risk to the Pension Fund and to give the Fund justification for refusal of an APC contract if we are informed that you are not in reasonably good health.

**If you have ticked '10 days or less' your application for paying additional pension contributions can proceed (subject to instructions below being followed).**

You should **NOT** complete this form if you wish to pay extra contributions to buy back pension 'lost' during a recent period of unpaid leave. Please contact your employer for the appropriate form if you have recently returned from unpaid leave and want more information about your options.

You **SHOULD** complete this form if you are electing to buy extra pension in the LGPS via regular instalments.

**Please follow the instructions below.**

1. Visit **www.lgpsmember.org**, and click on 'Tools and Calculators' at the foot of the page and then select 'Buy extra pension calculator'.
2. Once you have decided on the amount of additional pension that you would like to buy via monthly deductions, and the period over which the contributions should be deducted, you should print a copy of the Application from the LGPS website. Please check the output carefully before taking any further action.
3. Provide written instructions from your employer that they are willing to share the costs (if using the shared-cost option).
4. Complete Sections A and B of this form and return together with the application from the LGPS website to Pension Services. The form can be emailed or sent to us by post.

Email address: [pensions@eastsussex.gov.uk](mailto:pensions@eastsussex.gov.uk)

Postal address: Pension Services, East Sussex County Council, County Hall, St Anne's Crescent, Lewes, East Sussex, BN7 1UE

**What happens next?**

1. Pension Services will look at your application and either ask you to supply additional medical information (via a medical certificate completed by a registered medical practitioner) or, allow your application to proceed.
2. If your application is refused after we have received medical evidence from a registered medical practitioner, we will inform you at the earliest opportunity.
3. If your application is approved, Pension Services will instruct your employer to start deducting the additional contributions from the next available pay period.
4. Pension Services will contact you in writing to confirm the amount of additional pension that you have elected to purchase and monthly payments.

**IMPORTANT** – You should check your payslip to make sure that the additional contributions are being deducted and contact your employer if you see any discrepancy.

One of the factors used to determine the cost of buying extra pension in the LGPS is your age. If you submit your application to pay APCs shortly before your birthday, then it may be necessary to amend the amount payable or to deduct more than one month's contributions in the first month, depending on payroll running dates. If this applies to you then the Pension Administration Team will write to you to let you know.

**Still need our help?**

If you need our help, please email [pensions@eastsussex.gov.uk](mailto:pensions@eastsussex.gov.uk) or call 0300 200 1022.