

**Local Government Pension Scheme
Request for Pensionable Pay information**

Form – LG30

Note for employees

Please complete section 1 of this form and pass to your employer to complete sections 2, 3 and 4.

Note for employers

The purpose of this form is for members to obtain their pensionable pay information from their employers' payroll so that they can obtain an estimate of pension benefits:

1. From the [Pensions Administration Team](#), or
2. Via the benefits projector within '[My Pension](#)' - the member self-service facility.

Please complete sections 2, 3 and 4 of this form and return the form to your employee.

Section 1 – to be completed by the employee

Title	
Forename(s)	
Surname	
National Insurance number	
Post title / unique pay number	
Date of birth	
Proposed leaving date*	

*You are not making any firm commitment to leaving your employment on this date. This date is only required so that your employer can estimate pay details for you.

Section 2 – Final pay (LGPS 2008 definition) – to be completed by the employer

Please provide estimated Final pay for the 365 days ending on the last day of service shown in section 1. This should be the full-time equivalent pay and should include any additional payments that were pensionable before the scheme rules changed in 2014. It should not include any pay for non-contractual overtime or additional hours.

Final pay (2008 definition) for the year ending on the proposed leaving date shown above	£
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Section 3 – Pensionable pay for LGPS 2014 Scheme (CARE pay) – to be completed by the employer. This is actual pensionable pay, and it is not made up to a whole-time equivalent figure if the employee works part-time hours.

If not previously provided, please give the pensionable earnings for the last complete financial year ending 31st March.

Pensionable pay in the main section	£
Pensionable pay in the 50/50 section	£

If the proposed last day provided in section I is before the 31st March, please provide part-year pensionable earnings from 1st April to the leaving date.

Pensionable pay in the main section	£
Pensionable pay in the 50/50 section	£

If the proposed last day in section I is after the 31st March, please provide their current annual pensionable rate of pay. This figure may also be used in the benefit projector.

Pensionable pay in the main section	£
Pensionable pay in the 50/50 section	£

Comments	
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Section 4 – Declaration by the employer completing the form

I understand that the information given on this form will be used by the employee to calculate an estimate of their pension benefits and any errors or omissions will result in an inaccurate estimate.

Print name	
Telephone number	
Email address	
Date	

Note for employer

Please return the completed form to the employee by email or to their home address to enable them to use the Benefit Projector via member self-service portal.