

# SUTTON & KINGSTON SHARED PENSIONS SERVICE



## NOTIFICATION OF EMPLOYEE LEAVING THE LOCAL GOVERNMENT PENSION SCHEME (LEAVER FORM) – LG3

### Section 1: Member Information

Full Name:			
NI Number:		Date of Birth:	
Email Address:			
Home Address:			
		Post Code:	

### Section 2: Employment Information

Employer Name:			
Date of Leaving:			
Employee Payroll Ref:			
Employee Job Title:			
*Reason for Leaving:			
Hours Worked:	/ 36	TT Weeks:	/ 52.143

### Section 3: Employee pay and contributions in final scheme year (From 1 April to date of leaving)

<b><i>Pension Contributions</i></b>		
Contributions from 1 April to date of leaving:	Employee Contributions	Employer Contributions
Additional Employee / Employer Contributions (APCs & SCAPCs):		

<b><i>Career average revalued earnings (CARE) pay for post 1 April 2014 service</i></b>		
Pensionable pay (including any periods of assumed pensionable pay (APP)) from 1 April to date of leaving:	Main Section	50/50 Section
**Assumed Pensionable Pay (only required for death in service and T1 & T2 ill-health retirements):		

<b>Final Salary pay (for pre 1 April 2014 service)</b>		
	Full-time equivalent salary	Effective date of salary
Most recent full time equivalent (FTE) Salary:		
If here has been a change in FTE salary in the 12 months prior to the employee leaving please provide the previous salary along with effective date of change:		

#### **Section 4: Authorised Signatory**

Signed:	
Printed Name:	
Date:	
Job Title:	
Email:	

**Once complete, please send a copy of the completed leaver form to us at [skemployers@sutton.gov.uk](mailto:skemployers@sutton.gov.uk).**

\*Please enter one of the following reasons for leaving:

- Voluntary Resignation
- End of Contract
- Redundancy / Business Efficiency
- Flexible Retirement
- Ill Health Retirement
- Dismissal
- Voluntary Retirement
- Death
- Opt-Out
- TUPE

\*\*Assumed pensionable pay (APP) is based on 3 months (or 12 weeks) pay period before the employee's date of leaving. The figure required is an annual figure, so the average pay in the preceding period must be uprated to 12-months. Please refer to the LGPS HR Guide which contains a full definition of how to calculate APP as well as worked examples.

### **Contact us**

If you would like further information about the LGPS, you can contact us:

**Email us:** [skemployers@sutton.gov.uk](mailto:skemployers@sutton.gov.uk)

**Call us:** 020 8770 5290 (between 1 – 5PM)

**Write to us:** Sutton Council, Civic Offices, St. Nicholas Way, Sutton SM1 1EA