

Pension Retirement Formincluding all leavers aged 55 or over, but excluding opt outsTo complete this form, you must be an authorised contact on behalf of the employer.
If not, there may be a delay in your request.**1. Personal Details**

| | | | | | |
|------------------------|--|-----|--|---------------|--|
| Title | | Sex | | Date of Birth | |
| Surname | | | | | |
| Forename(s) | | | | | |
| National Insurance No. | | | | | |
| Address | | | | | |
| Telephone Number | | | | | |
| Email Address | | | | | |
| Partnership Status | | | | | |

2. Reason for LeavingScheme membership will terminate on due to the following reason
(please tick)a) Retirement or leaving age 55+ Has the member requested immediate payment of their pension? Yes b) Flexible retirement (age 55+)

(with employer's consent, as stated in employer's discretion policy)

c) Ill health retirement (any age)* d) Redundancy or efficiency

*For Ill Health Retirement please attach the Certificate of Permanent Ill Health from an independent registered medical practitioner

Employers' Discretions

Please inform us if you have exercised either of the following two discretions from your Employers Discretions Policy (note: employer costs will normally apply):

Purchase additional pension Additional pension amount £ Switch on the rule of 85

3. Employment Details

| | |
|---|---|
| Employer Name | |
| Payroll Number | |
| Post Held | |
| Working status | |
| Number of paid hours per week | |
| Number of paid weeks per year | |
| Percentage of full time To be calculated as follows: Number of paid hours/number hours (defined as full-time) x number of paid weeks/number of full-time weeks x 100 | % |

4. Pay Details

| | |
|---|-----------|
| Full Time Equivalent (FTE) Salary This is always the person's pay grade | £ |
| Pension Remuneration Figure Normally this will be the average full time equivalent pay over the final 365 days service, taking account of any additional pensionable payments using the LGPS 2008 definition of pensionable pay, as defined in the employers' guide on the website. However, if either of the previous 2 years will provide a higher figure, the highest figure must be used. We strongly recommend that you use our pension remuneration calculator on the employer forms section of our website (this includes examples). | £ |
| Period from | Period To |
| Actual/Assumed Pay for last year's 1 April to this year's 31 March (Main section of Scheme) This is the actual pay the member has received relating to work since 1 April. If the member has been on reduced or nil pay for some of this period, you may need to make an adjustment for Assumed Pensionable Pay. Please see the employer's guide for further information. | £ |
| Period from | Period To |
| Actual/Assumed Pay since the most recent 1 April – for post 1 April 2018 retirements only - (Main Section of the Scheme) | £ |
| Period from | Period To |
| Actual/Assumed Pay for last year's 1 April to this year's 31 March (50/50 Section of the Scheme) This is the actual pay the member has received relating to work since 1 April. If the member has been on reduced or nil pay for some of this period, you may need to make an adjustment for Assumed Pensionable Pay. Please see the employer's guide for further information. | £ |
| Period from | Period To |

| | | |
|---|--|-----------|
| Actual/Assumed Pay since the most recent 1 April - for post 1 April retirements only - (50/50 Section of the Scheme) | | £ |
| Period from | | Period To |
| Annualised Assumed Pay (Ill Health tiers 1 & 2 only) | | £ |
| This is the actual (or assumed pay, if their pay or hours were reduced) that the person received during the final 3 months of their employment multiplied up to an annual figure. Please see the employer's guide for further information | | |
| Period from | | Period To |

Additional Voluntary Contributions (AVCs)

If you are deducting AVC contributions from the member's salary and paying these contributions across to one of the AVC providers (Prudential, Clerical Medical, Equitable Life or Phoenix Life) then please provide:

| | |
|--|--|
| The total AVC contributions deducted from salary and paid to the provider from the most recent 1st April until the date of retirement (i.e. deductions in the current scheme year) | Total AVC Contributions in year |
| | £ |
| The date the final contribution is to be forwarded to the AVC provider and the amount | Final AVC Contribution |
| | £ |
| Date payment made to AVC provider | |

Please note: These contributions should not be confused with contributions deducted for Added Years or APCs where the additional contributions are paid to the Fund. Please note: These contributions should not be confused with contributions deducted for Added Years or APCs where the additional contributions are paid to the Fund.

Short Term (Less Than 2 Years) Contract Only

| | Tax Year Person Left | Previous Tax Year |
|--|----------------------|-------------------|
| Basic Contributions | £ | £ |
| Added Years Contributions | £ | £ |
| The earnings on which the employees contracted out NI Contributions were paid between the upper and lower limits | £ | £ |

| | |
|--------------------|--|
| Form Completed By* | |
| Date | |
| Position Held | |

Please email the completed form to pensionforms@wiltshire.gov.uk
*ensure that the person completing the form is authorised to do so