

Pension Leaver Form

For under the age of 55 and ALL opt outs

To 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. Employment Details

Employer Name		
Payroll Number		
Post Held		
Date left Wiltshire Pension Fund This is the date they left their employment, unless they opted out of the scheme, in which case it is the date they left the scheme		
Working status		
Percentage of full-time as at date of leaving		%

3. 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 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). Employer forms are found in 'forms and publications'.	£	
Period from		Period To

Actual/Assumed Pay for last year's 1 April to this year's 31 March, or date leaving if sooner - (Main section of Scheme) This is the actual pay the member has received relating to work since 1 April 2017. 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.	£
Period from <input type="text"/>	Period To <input type="text"/>
Actual/Assumed Pay since the most recent 1 April – for post 1 April 2018 leavers only - (Main Section of the Scheme)	£
Period from <input type="text"/>	Period To <input type="text"/>
Actual/Assumed Pay for last year's 1 April to this year's 31 March, or date leaving if sooner - (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.	£
Period from <input type="text"/>	Period To <input type="text"/>
Actual/Assumed Pay since the most recent 1 April - for post 1 April leavers only - (50/50 Section of the Scheme)	£
Period from <input type="text"/>	Period To <input type="text"/>

4. Additional Information

Reason for Leaving	<input type="text"/>
If opting out	
Has the election to opt out been made within 2 years of joining the scheme?	<input type="text"/>
Have the contributions been refunded through payroll? (this is only necessary if the person opts out within 3 months)	<input type="text"/>
If TUPE transfer	
Name of new employer	<input type="text"/>

5. Short Term (Less Than 2 Years) Contract Only

	Tax Year Person Left	Previous Tax Year
Basic Contributions	£ <input type="text"/>	£ <input type="text"/>
Added Years Contributions	£ <input type="text"/>	£ <input type="text"/>
<u>The earnings on which the employees contracted out NI Contributions were paid between the upper and lower limits</u>	£ <input type="text"/>	£ <input type="text"/>

Form Completed By	
Date	
Position Held	

Please email the completed form to pensionforms@wiltshire.gov.uk