



If you are completing this form electronically you need to ensure that you send both pages to your Employer (not to Norfolk Pension Fund)

Norfolk Pension Fund

LOCAL GOVERNMENT PENSION SCHEME

Option to switch between sections of the Scheme

*** Do not complete this form before you have joined the Scheme ***

Member details

Employer

Member's Full Name

NI Number Payroll Reference(s)

Part A Scheme Member - Please tick either Option 1 or Option 2

Option 1 I have read the notes overleaf and wish to **reduce** my contributions by joining the 50/50 Section from the next available pay period. I understand I will pay half normal contributions and build up half normal pension from that date for the payroll reference(s) above. I also understand when I will be switched back to the main scheme.

Option 2 I have read the notes overleaf and wish to **increase** my contributions by rejoining the Main Section from the next available pay period. I understand I will start earning normal pension for the payroll reference(s) above from that date.

If you are completing this form electronically insert your email address in the "Signed" box:

Signed Date / /

Return this form to your Employer's HR or Payroll Team to complete and action

Part B Employer (HR or Payroll to complete) – Confirmation of payroll adjustments

Member Option

Joins 50/50 Section or Main Section from: / /
(Any extra pension APC's must cease on switching to 50/50 Section)

Automatic move back into the Main Section

Automatic Enrolment Anniversary Date } Rejoined Main Section from: / /

Member on NIL pay due to sickness or injury }

Employer's Declaration

I confirm I am authorised to complete this form on behalf of an Employer participating in the Norfolk Pension Fund. **If you are completing this form electronically insert your email address in the "Signed" box:**

Signed Date / /

Contact Name Telephone

If you are completing this form electronically upload it to the Employer Portal (NCC send to PenDocs)

Information

Members can elect to reduce their contribution rate by half by joining the 50/50 Section of the scheme in return for half of the benefits.

Members in the 50/50 Section must be brought back into the Main Section:

- On the Employers Automatic Enrolment Anniversary Date, or
- From the pay period when a members pay is reduced (on sickness or injury leave) to nil.

Employers must notify members before any change back to the Main Section.

A further declaration can be made at any time to rejoin the 50/50 Section.

Additional Contributions

If members are paying additional contributions (APC) to buy extra pension at whole cost to themselves then those contributions must cease and members will be credited with the amount already purchased.

New member only APC contracts can only be started by members contributing to the Main Section of the scheme.

If members are paying additional contributions (APC) to cover a period of absence due to industrial action or (SCAPC) for authorised absence these contributions can continue.

Instructions

If you have more than one job, you must list all the relevant payroll references and assignment numbers which are to be transferred between 50/50 Section and Main Section of the LGPS.

Part A – Scheme Member

Please tick either option 1 or option 2 and then sign and date the declaration before forwarding to your employer to action. Do not send your form directly back to Norfolk Pension Fund.

Part B – Employer’s HR or Payroll to complete

Please check the member details overleaf and confirm the reason and date of section change. Sign and date the declaration before forwarding to the Norfolk Pension Fund.

If you are completing this form electronically upload it to the Employer Portal (NCC send to PenDocs)

For multiple changes with regard to automatic enrolment, Employers can use the spreadsheet form SR106B available on our website.

**Scheme Members – return this form to your Employer’s HR or Payroll Team. Once completed Employers should return this form to:
Norfolk Pension Fund, 5th Floor, Lawrence House
5 St Andrews Hill, NORWICH, NR2 1AD**