



This form should be submitted via i-Connect (NCC send to PenDocs)

(Employers not yet onboarded, post paper copy to: Norfolk Pension Fund, County Hall, Martineau Lane, NORWICH, NR1 2DH)

The Employer should complete Part A and either Part B or Part C of this form

Part A: Employee Details Complete this part in all cases

Employer	<input type="text"/>		
Surname	<input type="text"/>	Title	<input type="text"/>
First Names	<input type="text"/>		
NI Number	<input type="text"/>	Date contributions started	<input type="text"/>
Job Title	<input type="text"/>	Payroll Ref	<input type="text"/>

Part B: Only complete this part if employee opts out within three months of joining

Please confirm all LGPS contributions have been refunded back to that date

Have any LGPS contributions been refunded in a later tax year? (see note overleaf)

If so, Date of Refund Employee Contributions £ Employer Contributions £

Part C: Only complete this part if member opts out three months or more after joining

L45 Leaver Form	<input type="text" value="Attached / To Follow"/>	Last Day of Membership	<input type="text"/>
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Notes:

- Options out **MUST ONLY BE ACCEPTED ON THE OFFICIAL FORM (SR97)** available from NPF. This is to ensure compliance with the Auto Enrolment legislation
- All four pages** of the **Option Form should be sent to NPF with this form via i-Connect** but Employers must keep copies for audit and HR purposes
- Strictly legally, the effective date for an option is the date it's received, not the date it's signed
- A member with more than one job is allowed to opt out of some or all of them

Declaration

I confirm I am authorised to complete this form on behalf of an Employer participating in the Norfolk Pension Fund.

Wet signature if paper copy otherwise input your email address in the 'Signed' box:

Signed	<input type="text"/>	Date	<input type="text"/>
Contact Name	<input type="text"/>	Telephone	<input type="text"/>

Notes:

Please refer to our Employer Handbook for more information.

Employees with less than 3 months membership

- Both employee's and employer's contributions should be refunded in full
- If any part of the refund was made in a later tax year than the one in which the contributions were paid, enter the amount (of that part only) above and show it as 'arrears' on your end-year returns
- NPF will treat this employee as never having been an LGPS member in this post
- NPF will maintain minimum paper records for a maximum of four years for audit and year-end checks

Members with 3 or more months membership

- Membership should normally end at the end of the pay period during which you receive the option
- A member is allowed to specify a different date but not earlier than the day you receive the option
- Once Leaver Form L45 has been received, NPF will notify the member of their options
- NPF will maintain full records as required under law

Please send this completed form (together with all four pages of the Option Form SR97) via i-Connect

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For use by the Norfolk Pension Fund (Part B cases)

Employer No

Records already set up?

Record(s) deleted

Initial and Date

Added to Opt Out Register