

# Councillor Membership Form

(All fields marked\* must be completed)

## Section 1 Your Personal & Employment Details (Please enclose copies of your birth and marriage certificates)

Title* (Mr/Mrs/Miss/Ms)	<input type="text"/>	Forename(s)*	<input type="text"/>	Surname*	<input type="text"/>
Date of Birth*	<input type="text"/>	National Insurance Number*	<input type="text"/>		
Address*	<input type="text"/>				
	<input type="text"/>				
	<input type="text"/>				
Post Code*	<input type="text"/>				
Email	<input type="text"/>	Telephone	<input type="text"/>	Home	<input type="text"/>
				Work	<input type="text"/>
Status*	<input type="text"/>	(Single/Married/Civil Partnership/Dissolved Civil Partnership/Widowed/Cohabiting)			
Employment Number	<input type="text"/>				
Address*	<input type="text"/>				
	<input type="text"/>				
	<input type="text"/>				
Post Code*	<input type="text"/>				

## Section 2 Your Previous Membership of the Local Government Pension Scheme (LGPS) in Scotland

Have you ever paid into the LGPS before? \*

Yes

COMPLETE BELOW

No

GO TO SECTION 3

### Previous Local Government Pension Fund 1

LGPS Fund	<input type="text"/>	<b>Which of the following actions did you take when you left?</b>			
Address	<input type="text"/>	Took a refund	<input type="checkbox"/>	Transferred my benefits	<input type="checkbox"/>
	<input type="text"/>	Received a pension	<input type="checkbox"/>	Deferred my benefits	<input type="checkbox"/>
	<input type="text"/>	Post Code	<input type="text"/>		
Start Date	<input type="text"/>	End Date	<input type="text"/>		

### Previous Local Government Pension Fund 2

LGPS Fund	<input type="text"/>	<b>Which of the following actions did you take when you left?</b>			
Address	<input type="text"/>	Took a refund	<input type="checkbox"/>	Transferred my benefits	<input type="checkbox"/>
	<input type="text"/>	Received a pension	<input type="checkbox"/>	Deferred my benefits	<input type="checkbox"/>
	<input type="text"/>	Post Code	<input type="text"/>		
Start Date	<input type="text"/>	End Date	<input type="text"/>		

### Previous Local Government Pension Fund 3

LGPS Fund	<input type="text"/>	<b>Which of the following actions did you take when you left?</b>			
Address	<input type="text"/>	Took a refund	<input type="checkbox"/>	Transferred my benefits	<input type="checkbox"/>
	<input type="text"/>	Received a pension	<input type="checkbox"/>	Deferred my benefits	<input type="checkbox"/>
	<input type="text"/>	Post Code	<input type="text"/>		
Start Date	<input type="text"/>	End Date	<input type="text"/>		

### Section 3 Other Pension Arrangements

Have you ever paid into another pension scheme?\*

Yes

COMPLETE  
BELOW

No

GO TO  
SECTION 4

#### Previous Pension Provider 1

Name

Address

Post Code

Membership/Policy Number

Start Date

End Date

When you left this pension scheme which of the following actions did you take?

Took a refund

Transferred my benefits

Received a pension

Deferred my benefits

#### Previous Pension Provider 2

Name

Address

Post Code

Membership/Policy Number

Start Date

End Date

When you left this pension scheme which of the following actions did you take?

Took a refund

Transferred my benefits

Received a pension

Deferred my benefits

#### Previous Pension Provider 3

Name

Address

Post Code

Membership/Policy Number

Start Date

End Date

When you left this pension scheme which of the following actions did you take?

Took a refund

Transferred my benefits

Received a pension

Deferred my benefits

### Section 4 Additional Voluntary Contributions (AVCs)

Have you ever paid AVCs before?\*

Yes

COMPLETE  
BELOW

No

GO TO  
SECTION 5

AVC provider

Address

Post Code

Which type of AVC did you pay into?

Scheme AVC

Free-standing AVC (top-up pension)

In-house AVC (LGPS)

Free-standing AVC (non-LGPS)

Please tick if you would like to find out about transferring this AVC into the Fund?

### Section 5 Your Declaration and Signed Authority

The details on this form are correct to the best of my knowledge. Failure to complete this form correctly may affect my future benefits. I authorise the schemes involved to provide Fife Pension Fund with any information required.

Signature\*

Date\*

# Membership Form

## Supplementary Notes

- Please enclose copies of your birth and marriage certificates
- Please keep us informed if you change address
- Please quote your National Insurance number in correspondence
- Please quote your preferred email address – this can be your home or work address

### **Transferring Pension Rights into the Local Government Pension Scheme (LGPS)**

If you have previously paid into a company, occupational, personal pension scheme or an Additional Voluntary Contributions (AVC) arrangement before you joined Fife Pension Fund, you can request to have the benefits accrued in your previous schemes transferred into the LGPS.

You may be able to transfer pension rights into the LGPS from:

- an occupational pension scheme
- a self-employed pension plan
- a buy-out policy
- a personal pension plan
- a stakeholder pension scheme
- an Additional Voluntary Contribution arrangement

#### **PLEASE NOTE:**

You cannot transfer a pension credit into the LGPS. A pension credit is a share of an ex-spouse's or ex-civil partner's pension benefits, as awarded by a Court under a Pension Sharing Order, or by a qualifying agreement in Scotland, following a divorce or a dissolution of a civil partnership.

### **If you have previous LGPS pension rights as a Councillor**

- If you re-join as a councillor and have deferred benefits from a previous period when you were a councillor in Scotland, your deferred benefits will generally be automatically joined with your new active ***pension account***. You will have 12 months from re-joining to make your decision.
- If you re-join as a councillor and have a deferred refund in the LGPS, this **must** be joined with your new active ***pension account***.

**Any pension rights you built up as a councillor in Scotland cannot be joined with any LGPS rights you build up as an employee in Scotland, and vice versa.**

### **If you have pension rights in a non-LGPS arrangement**

You only have 12 months from joining the LGPS to opt to transfer in non-LGPS pension rights, unless Fife Council allows you longer. You cannot transfer a pension that is already being paid to you.

If you wish to investigate a transfer, please visit [www.fifepensionfund.org](http://www.fifepensionfund.org) and go to the forms and publications section where you can download a Request for Transfer Details form.

Please complete and return your Membership Form to:  
**Fife Council Pension Team, Fife House, North Street, Glenrothes, Fife,  
KY7 5LT or email [Pensions.Section@fife.gov.uk](mailto:Pensions.Section@fife.gov.uk)**