**LOCAL GOVERNMENT PENSION SCHEME 2014 - ADMISSION TO THE SCHEME – LGS15A**

**Please complete this form using black ink**

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| **TRUST OR EMPLOYER NAME** |  |
| **NAME OF SCHOOL OR ACADEMY** (if applicable) |  |
| **PAY REFERENCE** |  |
| **POST NUMBER** |  |
| **TUPE TRANSFER FROM** |  |

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|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **PERSONAL DETAILS** | | | | | | | | | | | | | | | | | | | | | |
| SURNAME | |  | | | | | | | FORENAMES | | | |  | | | | | | | | |
| TITLE | | Mr / Mrs / Miss / Ms / Other | | | | | | | DATE OF BIRTH | | | |  | | | | | | | | |
| ADDRESS | |  | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | |
| POSTCODE | | |  | | | | | NI NO: | | | | | | | | | | | | | |
| **E-MAIL** | | |  | | | | | | | | | | | | | | | | | | |
| **PARTNERSHIP STATUS** | | | Married/Partner (Unmarried)/Civil Partner/Single/Divorced/Separated/Widow(er) *– please delete* | | | | | | | | | | | | | | | | | | |
| **DATE OF APPOINTMENT** | | | |  | | | | | | **DATE ADMITTED TO SCHEME** | | | | | | | |  | | | |
| **PENSIONABLE PAY INFORMATION** | | | | | | | | | | | | | | | | | | | | | |
| **ANNUAL PENSIONABLE PAY** | | | | | **£** | | | | | | **FTE IF PART-TIME** | | | | | | **£** | | | | |
| **EMPLOYEE CONTRIBUTION SECTION** | | | | | **MAIN Section** 🞎 **50/50 Section** 🞎 | | | | | | | | | | | | | | | | |
| **EMPLOYEE CONTRIBUTION %** | | | | | **MAIN Section**  % **50/50 Section**  % | | | | | | | | | | | | | | | | |
| **EMPLOYER CONTRIBUTION %** | | | | |  | | | | | | | | | | | | | | | | |
| **JOB TITLE** | | | | |  | | | | | | | | | | | | | | | | |
| **IF PART TIME HOURS WORKED PER WEEK** | | | | | | | | |  | | | | | **FTE HOURS PER WEEK** | | | | |  | | |
| **PAID WEEKS WORKED PER YEAR** | | | | | |  | | | | | | | | | | | | | | | |
| **IS INDIVIDUAL EMPLOYED ON A VARIABLE TIME BASIS?** | | | | | | | | | | | | | | | | | | | | | **YES/NO** |
| **HAS THIS EMPLOYEE BEEN APPOINTED TO MORE THAN ONE POST?**  (If yes please supply a separate admission form for each post) | | | | | | | | | | | | | | | | | | | | | **YES/NO** |
| **COMPLETED BY** | | | | | | | | | | | | | | | | | | | | | |
| **SIGNED** |  | | | | | | | | | | | | | | | **DATE** | | | |  | |
| **NAME OF AUTHORISED SIGNATORY** | | | | | | |  | | | | | | | | | | | | | | |
| **POSITION** |  | | | | | | | | | | | **TEL. NO** | | |  | | | | | | |

**LOCAL GOVERNMENT PENSION SCHEME 2014 – ADMISSION TO THE SCHEME**

**Accompanying Notes for completion of form LGS15A**

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| **NAME OF SCHOOL OR ACADEMY:** If you are a trust providing a service on behalf of a school or academy please provide the name of the school or academy in this box. |
| **PERSONAL DETAILS** |
| **NI NUMBER -** This is the reference number used by the pensions team to locate scheme member records. |
| **DATE OF BIRTH** **-** It is important to note that no benefits will be paid by the Pension Fund until a member's date of birth has been verified either by sight of a member's birth certificate or similar document, such as a passport. **Please provide a copy if you are able*.*** |
| **PARTNERSHIP STATUS -** Please enter if known. |
| **JOB TITLE -** Please enter the job title for the post that the member has commenced. |
| **DATE OF APPOINTMENT -** this isthe date that the individual became your employee in respect of this employment. |
| **DATE ADMITTED TO SCHEME -** This is the date that your employee became a member of the LGPS in respect of this employment. |
| **PENSIONABLE PAY INFORMATION** |
| **ANNUAL PENSIONABLE PAY -** This is the annual rate of pay on which pension contributions are deducted and received at the date the member was admitted to the Scheme in respect of this employment. It is the actual part-time rate of pay if the member is not a full-time employee. |
| **FTE IF PART-TIME –** If the member is part-time this is the pay the member would otherwise receive, if employed full-time. |
| **EMPLOYEE CONTRIBUTION SECTION -** The LGPS is now split into two sections; the MAIN section and the 50/50 section.  ***MAIN Section:*** On commencement of employment all new employees who are eligible for membership of the Scheme and who have a contract of employment of 3 months or more should be made members of the MAIN section of the 2014 Scheme. This means that they pay their normal monthly contribution to get the normal pension build up.  ***50/50 Section:*** Under the 50/50 section a member can elect to pay half contributions but only build up half the normal pension.A person **CANNOT** elect to join the 50/50 section of the scheme prior to becoming a member of the MAIN section of the 2014 scheme. So, for example, a new starter with a contract of employment of 3 months or more could not opt for the 50/50 section before commencement of employment. However, they could elect on or after starting and, if they do so before the first payroll is closed, can be brought into the 50/50 section from the first day of employment.  The 50/50 section is designed to be a short-term option, because of this you are required to re-enrol the member back into the MAIN section of the scheme every three years or from the first of the month following a month in which the member went onto no pay as a result of long-term sickness (providing the member is still on no pay on the first of that subsequent month). |
| **EMPLOYEE CONTRIBUTION RATE -** The employee pension contributions under the **MAIN** and **50/50** Sections of the LGPS from **1 April 2024** to **31 March 2025** are as follows:   |  |  |  | | --- | --- | --- | | **Banding** | **Annual Salary Range** | **MAIN Section** | | **1** | Up to £17,600 | 5.5% | | **2** | £17,601 to £27,600 | 5.8% | | **3** | £27,601 to £44,900 | 6.5% | | **4** | £44,901 to £56,800 | 6.8% | | **5** | £56,801 to £79,700 | 8.5% | | **6** | £79,701 to £112,900 | 9.9% | | **7** | £112,901 to £133,100 | 10.5% | | **8** | £133,101 to £199,700 | 11.4% | | **9** | £199,701 or more | 12.5% | |
| **EMPLOYER CONTRIBUTION RATE:** Please quote your employer contribution rate percentage here. Employer contribution rates are detailed on the **Rates and Adjustment Certificate** which can be found in the 2019 valuation report within the Employers section of our website:  <https://berkshirepensions.org.uk/bpf/publications/pension-fund-reports/actuarial-valuation-reports> |
| **IF PART-TIME HOURS WORKED PER WEEK -** Please confirm number of hours worked per week if member is part-time. Please leave blank if member is full-time. |
| **PAID WEEKS WORKED PER YEAR -** If member is employed on a term-time only basis, please confirm the number of paid weeks per year. i.e 44.1, 46.1 etc |
| **IS INDIVIDUAL EMPLOYED ON A VARIABLE TIME BASIS? –** Yes or No |
| **HAS THE EMPLOYEE BEEN APPOINTED TO MORE THAN ONE POST?** Yes or No **-** please submit a separate LGS15A Admission to Scheme form for each employment. |
| **Please e-mail the completed LGS15A to** [**info@berkshirepensions.org.uk**](mailto:info@berkshirepensions.org.uk)  ***Please ensure that this form has been signed and dated by an authorised signatory.*** |