**Charging Schedule for members the Local Government Pension Scheme for Pensions Sharing on Divorce**

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| **Charges for an Active or Deferred (former) member who has not yet retired** |
| **Procedure**  | **Comments**  | **Cost** |
| **A** | Cash Equivalent Transfer Value Quotation | All members who have at least three months in the LGPS or have less than three months but have transferred in previous service are entitled to one free quote every twelve months | **£0.00** |
| **B** | Cash Equivalent Transfer Value Quotation | In respect of the following categories1. Member with less than three months membership in the LGPS and have not transferred in previous pension rights
2. Member in receipt of a pension from the Berkshire Pension Fund
3. A second request for a transfer value quote in a 12 month period
4. Details required in a shorter time scale
 | **£100** |
| **C** | Provision of other information | General scheme information regarding the LGPS | **£0.00** |
| **D** | Receipt of Pension Sharing on Divorce Order | To cover all areas of administration costs from receipt of order to the completion of the pension payments | **£400.00** |
| **E** | Objections to the Pension Order by the Scheme | This may occur where incorrectly drafted orders are received which may result in delays or inability of administrators to carry out the order | The Scheme will notify the member/solicitor that cost for dealing with these cases will be passed on |
| **F** | Administration Costs in respect of an Additional Voluntary Contribution Account | To cover the work carried out by the AVC provider | This will be determined at the time of each case by the provider |
| In procedure B above the payment should be payable to Berkshire Pension Fund. |

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| **Charges for a Retired member** |
| **Procedure**  | **Comments**  | **Cost** |
| **A** | Assess the value of the pension in payment, including any contingent benefits | To cover administration costs to assess the cash equivalent value and other benefits | **£200**  |
| **B** | Administration costs for medical purposes | The scheme assumes that the charges for the supply of medical evidence will be met by the divorcing couple  | **£0.00** |
| **C** | Establish a new pensioner record on receipt of pension sharing order | This will also include all record keeping etc. for the future | **£400** |
| **D** | To make a transfer payment out of the LGPS to another pension arrangement | This assumes that all documentation is received and in place | **£200** |
| **E** | Administration Costs in respect of an Additional Voluntary Contribution Account | To cover the work carried out by the AVC provider | This will be determined at the time of each case by the provider |

**Methods of Payment**

In any other circumstances the payment can be made in one of the following ways:

1. Payment up front by the members’ spouse
2. By the payment of part of the fee up front by the members’ spouse and the balance being
 deducted from the cash equivalent transfer value granted to the spouse by the court
3. By deducting the full payment due from the cash equivalent transfer value that has been
 granted to the spouse by the court
4. If the member also has an Additional Voluntary Contribution Scheme then full payment can be
 made by deducting the fee due from any share of the AVC fund that has been allocated to the
 members’ spouse

Please note that the methods of payment may be overruled by instructions specified in a Court Order.