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| **Local Government Pension Scheme (LGPS)****Royal Borough of Kensington and Chelsea Pension Fund****ELECTION TO JOIN THE LGPS**  | LGPS logo |
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You should complete this form if you voluntarily elect to join the LGPS.

Please make sure that you fully complete the form and return it to your employer/payroll provider so that they can arrange for your LGPS scheme membership to begin from the next available pay period.

More information about the benefits offered by the LGPS can be found on the national website for LGPS members: **www.lgpsmember.org** or at RBKC’s fund website[**www.rbkcpensionfund.org**](http://www.rbkcpensionfund.org)

**SECTION 1 – Your personal details**

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| Title: |   | Full Name: |  | Date of birth: |
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| National Insurance Number: |  | Daytime phone number: |
|  |
| Your email address: |  | Employer: |
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| Your home address: |
| **SECTION 2 – Details of the post(s) you want to elect to join the LGPS** |
| If you have more than one job you can opt to join the LGPS in one, some or all of the jobs. Please provide details of the post(s) you hold in which you would like to elect to join the LGPS.**If you want to wish to elect to join the LGPS in more than 3 posts with the same employer, you will need to complete additional copies of this form.****If you hold posts with different employers, you will need to complete and return a separate form for each employer.** |
| **Job title** |  | **Payroll reference (if known)** |
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| **Job 1** |  |  |  |
| **Job 2** |  |  |
| **Job 3** |  |  |

**SECTION 3 – Declaration**

* I elect to join the LGPS for the post(s) I have indicated above.
* I understand that my membership of the scheme will start from the next available pay period

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| Signed: |  | Date: |

**SEND THIS FORM TO YOUR EMPLOYER / PAYROLL PROVIDER TO COMPLETE SECTION 4 BELOW**

**SECTION 4 – to be completed by the employer**

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| **Date form received by employer / Payroll provider:** |  |  |
| **Completed by (PRINT NAME):** |  |
| **Job title:** | **Date:** |

**Returning the completed form**

If you are employed directly by The Royal Borough of Kensington and Chelsea, send this form to **payroll@rbkc.gov.uk**

If you are employed by another employer or are based in an RBKC school, send this form directly to your employer or to your school/payroll provider as appropriate.

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| **ELECTION TO JOIN THE LGPS –** **notes for employers** RBKC 2021.V1 |
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| **Instructions for the employer receiving this form** |
| An employee of your organisation has completed this form because they have elected to join the LGPS in the post(s) that they have provided details of on the first page. On receiving this form, you should take the following actions:* Check that the member is entitled to join the LGPS in this post
* The employee is under age 75
* The employee is not entitled to join another pension scheme in this post (e.g. Teachers’ Pension Scheme)
* If you are a designated body (such as a town or parish council) or an admission body the employee may not have an automatic right to join the LGPS. Please confirm whether the employee has the right to join the LGPS and only proceed to the next stages if they do.
* Take the appropriate action to arrange for pension contributions (employee and employer contributions) to start being deducted from the next available pay period after you receive the member’s election to join the LGPS.
* Please note that it is **not possible for membership of the LGPS to be backdated** to a date before you received the completed election form.
* Provide the employee with the short guide to the LGPS for new scheme members, which is available to be downloaded from <https://www.rbkcpensionfund.org/resources/>
* )
* Notify RBKC Pensions that the employee has joined the LGPS by your normal method of letting us know about new starters
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| If you have any questions about this form, please contact the RBKC Pensions Team |
| By phone | **020 7361 2323** (9am to 5pm weekdays) |
| By email | **pensions@rbkc.gov.uk** |
| By post | RBKC Pensions Team, 3rd Floor, The Town Hall,Hornton Street, London, W8 7NX.  |