Pensions Shared Service – Camden, Merton, Richmond, Waltham Forest and Wandsworth

Notification of Leaver – provisional/actual/revised (please circle)

**Please complete in BLOCK CAPITALS and send to** [**PSSEmployers@richmondandwandsworth.gov.uk**](mailto:PSSEmployers@richmondandwandsworth.gov.uk)

Name of Employer/School

Employee’s Full Name:

National Insurance Number:

Payroll ref: . Employee ref: .

Job Title: . Last Day of Service: .

Reason for Leaving:

i.e. opted out of pension fund, voluntary resignation, retirement, transfer, redundancy, dismissal - stating why dismissed). In cases of retirement (including **ALL** cases of premature retirement) Parts 2 and 3 of tax form P45 should be attached to this form, Part 1 should be sent to you tax office and marked "Pensioner".

Number of hours worked per week Normal full time hours

Term time only %

**Pre 2014 scheme pensionable pay details**

Please show pre 2014 normal annual pensionable pay rates from 1 April in the tax year preceding the final year of employment – eg if LDOS is 31 December 2014, show normal pay rates from 1 April 2013.

|  |  |  |
| --- | --- | --- |
| Effective Date of Salary | | Normal Full Time Equivalent Annual Salary |
| Change | |
| / | / | £ |
| / | / | £ |
| / | / | £ |

**Payments in Addition to Normal Salary**

In the employee’s final year if they have received pensionable payments in addition to their normal monthly salary, please detail these below:

|  |  |  |  |
| --- | --- | --- | --- |
| Month & Year Paid | Description | Amount | Period Payment Relates To  **(From: To: )** |
|  |  | £ |  |
|  |  | £ |  |
|  |  | £ |  |

If there is a possibility that the employee’s final year’s pay is lower than either of the 2 preceding years (except solely as a result of a change in hours), please copy this page and provide pay information for those years.

**Continued overleaf**

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**Contributions and post 2014 scheme pensionable pay details**

|  |  |  |
| --- | --- | --- |
|  | % Rate | Amount (£ & p) |
| Current year total  employees pension contributions |  |  |
| Deducted from pensionable pay of |  |  |
| Any assumed pensionable pay  (provide details and dates separately) |  |  |

**50/50 or main scheme?**

**Date of change**

**Contracted Out N.I. Earnings**

|  |  |  |
| --- | --- | --- |
|  | Period Ending | Amount (£ & p) |
| Current Year |  |  |
| Previous Year |  |  |

**Employee Address**

We will need to write to the member to notify them of their pension benefits in the

LGPS. Please provide their address below:

Declaration

On behalf of the school/employer named below I certify that I have completed this form fully and that all details are correct.

Signed

Date

Name

Tel no

Job Title

Employer/School Pension Fund

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