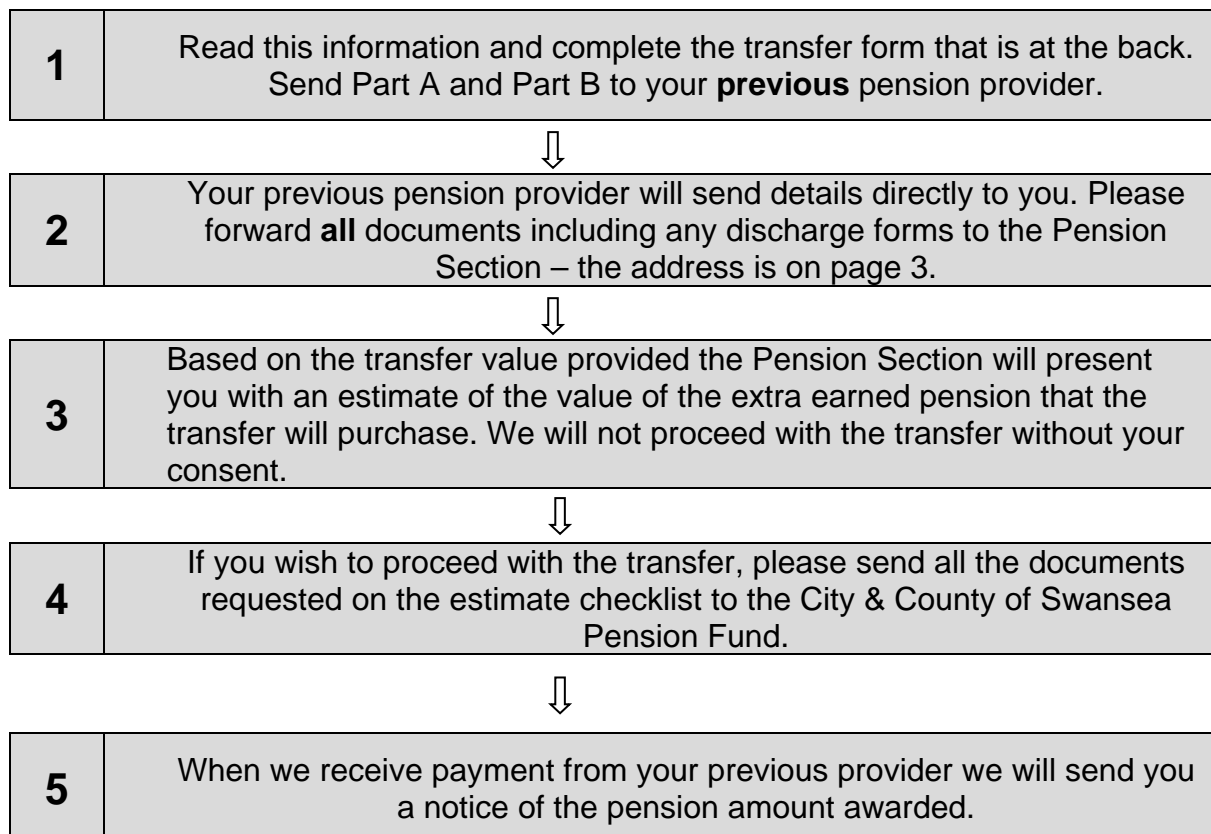


## LOCAL GOVERNMENT PENSION SCHEME (LGPS) Transferring benefits into the City & County of Swansea Pension Fund

If you are an active member and have previous pension benefits, you may wish to transfer them into the City & County of Swansea Pension Fund. Transfers must be made within the initial 12 months of LGPS membership in your current employment; a request received outside of this timeframe will be treated as a late transfer request. To investigate transferring previous benefits from outside the LGPS please follow these instructions.



### **What transfers should I use these forms for?**

You should use these forms to investigate transfers of pension rights from outside the LGPS, but not Public Service Pension such as Teachers' Pensions, NHS, Civil Service, Fire, and Police. Please contact the Pension Section if you are interested in transferring a public sector pension.

### **What about previous LGPS membership?**

Do not use these forms for previous LGPS membership. Please tell the Pension Section if you have other LGPS membership in another fund.

### **Can previous pension rights always be transferred?**

In most cases, a transfer in of previous pension rights can be actioned up to 12-months before your Normal Pension Age.

The LGPS regulations do not allow us to accept

- Transfer of a pension in drawdown
- Partial transfer of a pension
- Transfers containing pension credits awarded under pension sharing orders.

### **What are the time limits?**

You have 12-months of joining the City & County of Swansea Pension Fund to opt to transfer your previous pension benefits unless your employer permits otherwise in line with its policy. The transfer process can be lengthy and can take several months so we recommend that you start investigating a transfer in as soon as possible within the initial 12-month window.

### **What must I do?**

For each previous scheme that you wish to transfer benefits from, ask your previous pension provider for a transfer value and associated discharge forms. To make things easy for you, complete **Part A** of the form in this letter and send it with **Part B** to your previous pension provider.

### **What do I do with the transfer details?**

Send all the transfer information from your previous provider to the Pensions Section as soon as you receive it including any discharge forms; **we will not proceed** with the transfer without your permission.

Some previous pension providers stipulate a transfer value guarantee period; this could be 3 months and personal pension values change daily, so you must send us a **recent** transfer value (less than 1 month old). If the transfer value has expired, or is

not recent, we may ask you for a new value. Your previous provider may charge you for repeat quotes. Do not send us an annual benefits statement – it does not include sufficient transfer details.

Our address is:      City & County of Swansea Pension Fund  
                                 Civic Centre  
                                 Oystermouth Road  
                                 Swansea  
                                 SA1 3SN

### **What happens next?**

Based on the information provided by your previous pension provider we will send you an estimate of what the cash equivalent transfer value will purchase you in terms of extra-earned pension the City & County of Swansea Pension Fund.

Based on the information that we provide you, you must make a decision as to whether or not to proceed with the transfer. As we are not qualified financial advisers we cannot provide you with financial advice therefore you may wish to seek advice from an Independent Financial Adviser qualified in pension matters.

### **What if I want the transfer to go ahead?**

Please read the checklist that is included with your estimate and complete the relevant forms and return these with the other documents requested to the City and County of Swansea Pension Fund.

### **When the transfer is complete**

We will write to you when we receive payment from your previous pension provider, confirming that the transfer process is now complete and include a formal notice of the earned pension amount credited to your LGPS pension account.

### **What if I do not have my previous provider's address?**

Write to the Pensions Tracing Service at:

The Pension Tracing Service  
The Pension Service  
Tyneview Park, Whitley Road  
Newcastle Upon Tyne  
NE98 1BA

Providing as much information as possible about the previous scheme or provider.

**Transfer form – Part A**

**Please send this to your previous pension provider with Part B**

**Dear Pension Provider**

I am considering transferring my pension rights with you into the City & County of Swansea Pension Fund, part of the Local Government Pension Scheme (LGPS).

I have given my details below. Please provide the information requested overleaf and enclose any discharge forms that I will need if I wish the transfer to proceed. Please send these to my address with a copy of this form so I can pass them to my new pension scheme.

1. Personal details											
Full Name .....	Title .....										
Previous surname (if any) .....											
Address .....											
..... Postcode .....											
National Insurance number	<table border="1"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>										
Date of birth	<table border="1"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>										

Previous pension scheme	
Name of previous scheme .....	
Name of scheme administrators .....	
Membership/policy number .....	
Dates of membership	From: ..... To: .....
<p>I consent to the disclosure of any additional information about my pension to the City &amp; County of Swansea Pension Fund.</p> <p>Please do not send payment. I will contact you again if I want the transfer to proceed.</p>	
Signature .....	Date .....

## Transfer form - Part B

### To the Pension Provider



If you can offer a transfer value, please send the information requested below to the member with any discharge forms. Please make sure the information is dated. If the transfer value includes pre 1997 protected rights, you must include GMP details. We cannot accept any benefits arising from a pension sharing order.

#### If you are an occupational scheme:

- Service dates on which benefit entitlement is based
- Contracted out employment dates, if different
- Weekly GMP to the leaving date and type of revaluation used, split pre and post 88
- Your PSTR number
- Transfer value, excluding any AVC fund
- AVC fund value, if any
- Post 1997 protected rights
- Value of current benefits
- Details of any pension sharing or earmarking orders

#### If you are a personal pension arrangement:

- Basis of your HMRC approval
- Your PSTR number
- Transfer value
- Details of any pension sharing or earmarking orders

#### About the Local Government Pension Scheme (LGPS)

The LGPS is a statutory scheme and became a registered pension scheme on 6 April 2006 in accordance with paragraph (1) of Schedule 36 to the Finance Act 2004.

<b>PSTR number</b>	PSTR00329102RF
<b>ECON</b>	E3900002R
<b>SCON</b>	S2700187H
<b>GMP revaluation rate</b>	Section 148 orders
Scheme administrator	City & County of Swansea Pension Fund, Civic Centre, Oystermouth Road, Swansea SA1 3SN Phone: 01792 636655
Please regard this as authority to contact HM Revenue & Customs for confirmation of scheme status or related issues.	