Clwyd Pension Fund
Local Government Pension Scheme
Notification of Leaver Form
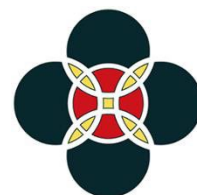
	Completed by	Checked by	Contact tel no

Employer		NI number	
Name (inc. title)			
Date of birth			
Address			
		Postcode	

Job title		Date of leaving	
Payroll no		Job ref	
Reason for leaving			

Voluntary resignation	Opt out	End of contract/ Dismissal	Age 55-75 retirement	**Death in service	Ill health dismissal	*Redundancy / Efficiency (age 55+)	*Flexible retirement
*Rule of 85 switch on (55+)	**Ill health retirement Tier 1	**Ill health retirement Tier 2	**Ill health retirement Tier 3	***Position transfer (if over age 55)	*Waived reductions	*Dismissal (forfeiture)	*Enhanced pension

Please provide * HR confirmation **Ill health certificate and / or APP (on page 5) or *** new position details on i-Connect

For exit payment regulation purposes

Statutory redundancy:	£
Discretionary compensation:	£

Only to be completed if you have been deducting AVCs or SCAVCs from the member's salary

Date of final AVC deduction from member's pay	
Total AVC amount paid by member to AVC provider (from April to leave date)	£

CARE benefits: Last 2 years actual pay

					Checked	
From	To	CARE pay (inc. additions)	Employee conts	Conts rate	Employer conts	Additions
				%		
				%		

Final salary benefits: Full time equivalent (FTE) pensionable pay

From	To	Months / Days	FTE pay (£)	Pensionable pay
			Plus additions	
			Grand total	
Pro rata (if applicable) Total			x 365 / days service	

Break-down of additions

Description	Amount (£)
Total	
Checked	

REQUIRED FOR DEATH IN SERVICE ONLY: Part time pensionable pay (last 365 days)

From	To	Total

Please insert CARE pay snips here

Please insert CARE pay snips here

Please insert full time equivalent (FTE) pensionable pay and additional pay snips here

Additional information about CARE pay or pensionable pay

Cumulative start date	Date before pay reduced	Reduced pay period		Date pay resumed	Cumulative end date

Months and days of APP

Previous 3 months pay	
Month	Basic pay (£)
Total	

Assumed pensionable pay	
Total x 12 / 3	

APP for sickness / maternity period	
APP x days of break / 365	

Actual pay prior to drop in pay	APP (sick / maternity)	Actual pay following break	Total CARE
		Checked	

Please insert APP pay slip snips here

Additional information

Service history section

From	To	Contractual hours worked	Term time % (if applicable)	Annual average weekly hours	Average weekly additional hours	Total average weekly hours
			%			
			%			
			%			
			%			
			%			
			%			
			%			
			%			
			%			
			%			
			%			
			%			
			%			
			%			
			Checked			

Please insert hours history snips here

Additional information

Service breaks section: for service breaks not previously provided

Examples of service break types:

Authorised absence	Strike	Reserved forces
Maternity	Sick leave	Jury service
Paternity	Unauthorised absence	Other (please specify)
Adoption	Education / Career break	

Start of break period	End of break period	Service break type	Reduced pay	Unpaid	APC set up to cover lost pension due to absence? YES, NO, N/A
			☐	☐	
			☐	☐	
			☐	☐	
			☐	☐	
			☐	☐	
			☐	☐	

Any additional comments to support the data provided on this form