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**50/50 ELECTION FORM (Option to pay less) in the LGPS**

*This form allows you to move from the LGPS Main Section to the 50/50 section of the scheme in the Oxfordshire fund, at any time for a chosen job.* ***If you have more than one job, you must complete a separate form for each job you wish to move to the 50/50 Section. Before completing and returning the form, please read the notes overleaf.*** *From time to time, your employer must re-enrol you to the Main Section and must tell you when this happens.*

Electing into the 50/50 section means you:

* pay half your normal contributions and build up half your normal pension but still get full LGPS life assurance cover.
* can choose to re-join the Main Section of the scheme at any time using the Re-join the LGPS Main Section Form; you will start building up the full benefits from your next pay period.
* will move back to the Main Section on your return from authorised unpaid sick leave, and when your employer applies the automatic re-enrolment process
  + you can make a further 50/50 election following that change.

**Complete the form in BLOCK CAPITALS and return direct to your employer to operate your choice:**

**DO NOT return it to the Pension Services. This will delay your election.**

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| **Surname:** | **NATIONAL INSURANCE NUMBER:** |
| **HOME ADDRESS:** | **POST CODE:** |
| **YOUR CONTACTS**  Telephone:  Email: | **DATE OF BIRTH:** |
| Job Title: | |
| Where do you work? | |
| Payroll no. or Pay reference: | |

**Important: Please read the information on the following pages before signing the form as it explains how this option affects your contributions and pension benefits.**

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| ***I understand:***   * I cannot complete a 50/50 election before commencing employment. * My employer will still contribute the full employer contribution rate (not half). * I must be moved back into the Main Section from the beginning of the pay period following *(employer’s name)* ‘automatic re-enrolment date’. * I may elect to move between the Main and 50/50 Section of the scheme any number of times but each election only takes effect from the next available pay period. * I must complete a separate form for each job. * Regulation 80 requires my employer to hold the dates I joined and ceased membership of a section (per job), as well as separate cumulative amounts for the pensionable pay and the employee contributions I paid for each section. * I can find further information at [www.lgpsmember.org](http://www.lgpsmember.org)   I have read and understood the above and confirm that I wish to opt into the 50/50 Section for the job I have indicated on front of this form.   |  | | --- | | Signed: Date: | |

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| **For employer action only:** | |
| Name of Employee: |  |
| Pay reference: |  |
| First month actioned: |  |
| Printed name of payroll officer: |  |
| Signature of payroll officer: |  |
| Notified Pension Services Oxfordshire on MARS return |  |
| Copy of election form supplied to Pension Services Oxfordshire |  |

**How does the 50/50 section work?**

There are now two sections in the LGPS – the main section and the 50/50 section. The main section is where you pay normal contributions and get your normal pension build up. In the 50/50 section you pay half your normal contributions and build up half your normal pension during the period you are in that section. However, if you move to the 50/50 section you still get full life assurance cover, full ill health cover and full survivor benefits in the event of your death. In other words, the cover for those benefits is the same as if you were in the main section.

You can elect to move from the main section to the 50/50 section at any time. An election to join the 50/50 section must be made in writing to your employer. This form can be used as your election. You will be moved to the 50/50 section from the next available pay period after your employer receives your signed election.

If you have more than one job you can elect for the 50/50 section in one, some or all your jobs.

If you are in the LGPS with more than one employer, a separate election form must be completed and returned to each employer where you wish to join the 50/50 section.

If you choose to move to the 50/50 section any extra pension contributions or additional voluntary contributions (AVCs) would continue to be payable in full (not at half rate). The only exception to this is that any additional pension contributions (APCs) you are paying to purchase extra pension would have to cease (unless those APCs are to purchase pension ‘lost’ during a period of authorised unpaid leave of absence or during a period of unpaid additional maternity, paternity or adoption leave or unpaid shared parental leave, or during a period of industrial action).

**How long can I remain in the 50/50 section?**

The 50/50 section is designed to be a **short-term** option for when times are tough financially. Because of this your employer is required to automatically put you back into the main section of the LGPS approximately three years from the date they first have to comply with the automatic enrolment provisions of the Pensions Act 2008 (and approximately every three years thereafter). Your employer will move you back into the main section of the scheme at that time irrespective of when your election to join the 50/50 section took place (even if, for example, you had only elected for 50/50 the previous month). Your employer will tell you when this is about to happen. If you wish to continue in the 50/50 section at that point you would need to make another election to remain in the 50/50 section.

If, during a pay period, you go onto no pay due to sickness or injury, or during a period of ordinary maternity leave, ordinary adoption leave or paternity leave, and you are still on no pay at the beginning of the next pay period, your employer will then move you back into the main section of the LGPS. That is to your advantage as you will then start to accrue full pension again, even though you will not be paying pension contributions. On return to work you would have the right to make an election to move back to the 50/50 section if you wished to do so.

At any time whilst you are in the 50/50 section you have the right to choose to move back to the main section of the scheme (provided you are under age 75 and you remain in a job that qualifies you for membership of the scheme). You would need to make an election to your employer to move back to the main section and a form is available from your employer or from the forms page at [www.oxfordshire.gov.uk/pensions](http://www.oxfordshire.gov.uk/pensions)

You would be brought back into the main section from the next available pay period after your employer receives the completed election form and you would then start to again build up a full pension. If you are in the 50/50 section in more than one job you can elect to move back into the main section in all or some of the jobs.

If you take up another job with your employer at the same time as continuing to hold your current job, you will be put into the main section of the LGPS in that new job. You would then have the right to make an election to move to the 50/50 section in that new job if you wished to do so.

If you change jobs and move to a new employer where you are eligible to join the LGPS your new employer will put you into the main section of the LGPS in that new job. You would then have the right to make an election to move to the 50/50 section in that new job if you wished to do so.

Find more information on [www.lgpsmember.org](http://www.lgpsmember.org)



**Returning the completed form**

The completed election form should be returned **to your employer’s Payroll Section or Human Resource department.**

It is important that you fully complete this form. If it is incomplete, or you do not provide sufficient detail for your employer to identify the job(s) in which you wish to join the 50/50 section, the form will not be accepted as a valid request and will be returned to you for clarification.

**Can my employer ask me or force me to join the 50/50 section?**

No, your employer cannot ask you or force you to join the 50/50 section. If you are asked or forced to join the 50/50 section you can inform The Pensions Regulator at: <http://www.thepensionsregulator.gov.uk/contact-us.aspx>

**Purpose for which this form will be used**

This form, once completed and returned to your employer’s Payroll Section or Human Resource department, will be used to cease your active membership of the main section of Local Government Pension Scheme, and commence deductions of half of your normal pension contributions as per your instructions on this form. The form will be retained on your pension record of your election to join the 50/50 section of the Local Government Pension Scheme or, if you hold more than one job with us, as a record of your election to join the 50/50 section in the job or jobs you have indicated on the form.

**Personal information**

As the Administering Authority of the Fund we hold securely, certain information about you (“personal data”), which we need to administer the Fund. The information is provided by yourself and your employer. If you believe the information we hold is incorrect contact Pension Services. You will find more details and the full details of the privacy notice on www.oxfordshire.gov.uk/cms/content/administration-and-performance

You are welcome to contact Pension Services with any questions about how we use and or share your information, find out more about your rights or to see what information we hold.

Pension Services, Oxfordshire Pension Fund, 4640 Kingsgate, Cascade Way, Oxford Business Park South, OX4 2SU

[Pension.services@oxfordshire.gov.uk](mailto:Pension.services@oxfordshire.gov.uk)

General enquiries 03300 241 359