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**Transfer in request - form of authority**

If you wish to transfer membership from a public sector club scheme, complete this form to start your transfer. Transfers request must be started within 12 months of joining. The Public Sector Transfer Club includes schemes such as the Local Government, the Civil Service, Teachers, the NHS, the Police and Fire services, the Armed Forces and The Judiciary.

We don’t accept transfers from personal pensions, stakeholder pensions, pension credits from pension sharing orders or schemes not in the Public Sector Transfer Club.

Once we get your completed form, we’ll ask your previous pension scheme for information on your request and write to you when we receive your transfer details to tell you of the estimated LGPS membership available from the transfer of your previous pension rights. This process can take a number of months. Once we have the information, we’ll then ask if you wish the transfer to proceed.

|  |  |
| --- | --- |
| Name | Click or tap here to enter text. |
| Home email address | Click or tap here to enter text. |
| Telephone number | Click or tap here to enter text. |
| National Insurance Number | Click or tap here to enter text. |

**Previous scheme details**

|  |
| --- |
| Public Sector Pension Scheme name: Click or tap here to enter text. |
| Name and address of scheme administrator: Click or tap here to enter text. |
| Scheme reference/policy number: Click or tap here to enter text. |
| Dates of service From: Click or tap to enter a date. To Click or tap to enter a date. |

**Previous scheme details 2**

|  |
| --- |
| Public Sector Pension Scheme name: Click or tap here to enter text. |
| Name and address of scheme administrator: Click or tap here to enter text. |
| Scheme reference/policy number: Click or tap here to enter text. |
| Dates of service From: Click or tap to enter a date. To Click or tap to enter a date. |

**Previous scheme details 3**

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| --- |
| Public Sector Pension Scheme name: Click or tap here to enter text. |
| Name and address of scheme administrator: Click or tap here to enter text. |
| Scheme reference/policy number: Click or tap here to enter text. |
| Dates of service From: Click or tap to enter a date. To Click or tap to enter a date. |

|  |  |
| --- | --- |
| I give authority to Lothian Pension Fund to obtain information about my pension benefits from the administrators/trustees of the above scheme(s). | Yes [ ]  No [ ]  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Signature | Click or tap here to enter text. |  | Date | Click or tap here to enter text. |
| When completing this form electronically, please provide your electronic signature by typing your name in the signing block. |

**Returning the form**

Complete the form, save it to your device (or you will lose all the information you have input), sign into My Pension Online and use the upload facility under My documents/forecasts tab.