

Joining the pension fund



New members of staff under the age of 75 can join the Local Government Pension Scheme (LGPS) administered locally by Lothian Pension Fund.

Use this form if:

you have a temporary contract of less than three months, had previously opted out or did not join when you started employment. You can apply to join the scheme.

Do not complete this form if:

If you are a permanent member of staff or have a contract of more than three months you will be automatically enrolled by your employer so you don't need to complete this form.

To join the scheme, please complete sections A and B in BLOCK CAPITALS.

WHAT HAPPENS NEXT: Once you complete the form, return it to your payroll section. Your payroll section will then arrange for your contribution rate to be worked out and start deducting contributions from your next pay. Check your payslip to make sure your employer has enrolled you in the Fund. Lothian Pension Fund will send you a welcome letter within 6 - 8 weeks of being told by your employer that you have joined the Scheme.

Section A	YOUR DETAILS
Title.....Surname..... First name(s)..... <small>(Mr/Mrs/Miss/Ms/other)</small>	
National Insurance number..... Date of birth.....	
Employer..... Department.....	
Payroll Number.....	
Email	

Section B	DECLARATION
I wish to become a member of the Local Government Pension Scheme and confirm that the details I have given above are correct.	
Signature..... Date.....	

Once signed, please check that you have completed and signed all relevant sections, then return this form to your payroll section.

TO THE EMPLOYER

This employee wishes to join the Pension Scheme. Please begin deducting pension contributions from the next pay period and include details of the employee on your next return to the Fund.