

# 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. 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.

**It's important to note that you have only 12 months from your date of joining to make an election in writing to Lothian Pension Fund that you wish to proceed with a public sector transfer. The process to transfer in previous pension rights can take several months. A request for an estimate is not regarded as an election to proceed.**

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	
Address	
Date of Birth	
Home email address	
Telephone number	
National Insurance Number	

## Previous scheme details

Public Sector Pension Scheme name:
Name and address of scheme administrator:
Scheme reference/policy number:
Dates of service From: To

## Previous scheme details 2

Public Sector Pension Scheme name:
Name and address of scheme administrator:
Scheme reference/policy number:
Dates of service From: To

## Previous scheme details 3

Public Sector Pension Scheme name:
Name and address of scheme administrator:
Scheme reference/policy number:
Dates of service From: To

I give authority to Lothian Pension Fund to obtain information about my pension benefits from the administrators/trustees of the above scheme(s).	Yes <input type="checkbox"/> No <input type="checkbox"/>
---	---

Signature	Date
-----------	------

**Upload a scanned copy of the completed form to your record via My Pension Online**