

## LEAVER'S FORM (OLD SECTION)

### HOW TO COMPLETE THIS FORM

**Employer to complete and return to the Pension Funds Office, 23 King Street, Watford, Herts WD18 0BJ to advise of notification of withdrawal of member.**

EMPLOYER:

#### 1. BASIC DATA

Member's Surname		Home Address
First Names		
National Insurance Number		
Date Member Contributions Ceased		
Date of Leaving (if applicable)		
Marital Status <b>Married/Single/Divorced/Widow(er)/Separated</b>		
Has this Employee ever been a part-timer whilst a member of the Pension Fund?		YES/NO

#### 2. SALARY DATA – SEE NOTES OVERLEAF

EFFECTIVE DATE	ANNUAL FULL-TIME EQUIVALENT PENSIONABLE SALARY	EFFECTIVE DATE	ANNUAL FULL-TIME EQUIVALENT PENSIONABLE SALARY

#### 3. MEMBER CONTRIBUTIONS DEDUCTED DURING CURRENT TAX YEAR

NORMAL:

AVC MONEYPURCHASE:

AVC ADDED YEARS:

#### 4. CONTRACTING OUT DATA

Period of Contracted-Out employment                      From    To

Member's Earnings between the Lower Earnings Level and Upper Earnings Level                      Last Tax Year    Current Tax Year

If the Member is a Married Women or Widow, is National Insurance Contribution rate Reduced or Full (Tick appropriate box)                      Reduced    Full

(The Member's contracted-out data will be available from your payroll department)

(MEMBER NAME: \_\_\_\_\_ )

**5. REASON FOR WITHDRAWAL - PLEASE INDICATE**

	REASON	RULE NO.	MINIMUM QUALIFYING SERVICE	MINIMUM AGE
<b>A</b> – Opting out		4.5	-	-
<b>B</b> – Resignation		20	-	-
<b>C</b> – Redundancy		20	-	-
<b>D</b> – Dismissal		20	-	-
<b>E</b> – Disability		26	5 Years	-
<b>F</b> – Early Retirement		24	5 Years	55
<b>G</b> – Compulsory Retirement <sup>(a)</sup>		27	5 Years	50
<b>H</b> – Mutual Agreement <sup>(b)</sup>		clause 24	5 Years	60
<b>I</b> – Normal Retirement		23	-	65
<b>J</b> – Late Retirement		25	2 Years	65
<b>K</b> – Death in Service		28	-	-

- (a) In the case of *G* please attach form “Application for Compulsory Retirement Pension and Employer’s Certificate”.
- (b) In the case of *H* please attach “Application for Immediate Payment of Augmented Pension before Normal Retirement Date”.

**6. AUTHORISED OFFICER**

**Signed:** ..... **Name:** .....  
(In Block Capitals)

**Designation:** ..... **Date:** .....

**NOTES**

- i) **SALARY DATA:**  
The data should cover the 12 month period ending on date contributions ceased, or full period of membership if this is less than 12 months.  
For those who are (or have been) part-time, full-time equivalent salaries are to be shown.
- ii) **REASON FOR WITHDRAWAL:**  
Simply ✓ the ‘Reason’ box. Please note: Reason ‘A’ only applies where employee remains in service.
- iii) **PENSION CONTRIBUTIONS:**  
In respect of the last pay period no pension contribution should be deducted from holiday pay, payments in lieu of notice or liquidated damages on leaving service.
- iv) **QUALIFYING SERVICE:**  
Establishes qualification for certain benefits from the Scheme. It is a members Pensionable Service plus any Qualifying Service granted on transfer into the Scheme.
- v) **EXTRA COSTS - RE-EMPLOYMENT AND OPT-OUT:**  
If (a) your employee leaves the Scheme and takes payment of their pension and is then subsequently re-employed by you on a contractual or self-employed basis; or (b) if your employee opted-out from the Scheme and was granted a deferred pension, and whilst still employed by you in any capacity they take early payment of their deferred pension: there may be an additional Employer cost to pay to the Scheme - which could be substantial. Contact the Funds’ Office in all such instances.