



Local Government Pension Scheme (LGPS) leavers form PEN007A

It is essential this form is completed accurately as member benefits will be based on the information provided. If you are completing this form on behalf of a scheme employer (e.g. as a third-party payroll or HR provider) we **will be checking** that we have received authorisation from the scheme employer that you are able to complete and submit forms on their behalf. Note - **PEN007B** should be completed for ill health retirement or death in service notifications.

Scheme employer name:

Scheme member information

NI number:

Payroll reference:

Name:

Date of birth:

Job title:

Post number:

Address:

Marital status:

Email address:

Date of leaving:

Reason for leaving (see overleaf): Code

Additional notes:

If code 'E' (member early retirement) is chosen, please complete this section:

Applied rule of 85? (If member is under age 60) Yes No Not applicable

Waive any actuarial reduction on protected benefits? (On compassionate grounds) Yes

No

Waive any actuarial reduction on non-protected benefits? (On any grounds) Whole

Partial None





If waiving PART of the reduction on non-protected benefits, please enter the percentage OR the amount to be waived % or £

Waive any actuarial reduction on protected benefits? (On any grounds) Yes

No

Waive any actuarial reduction on non-protected benefits? (On any grounds) Whole

Partial None

If waiving PART of the reduction on non-protected benefits, please enter the percentage OR the amount to be waived % or £

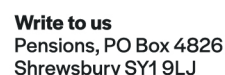
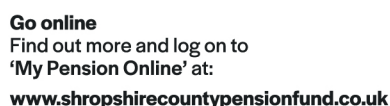
If code 'RE', 'F' OR 'E*' then there may be a strain cost payable by you, as the employer, and you should have contacted the pensions team to find out how much it will be before completing this form.

By ticking this box, you are confirming you are aware of the strain costs which will immediately be payable by the scheme employer following receipt of this form. (**Strain cost payable for reason code 'E' only if you are applying the 85-year rule or intend to actuarial waiver reduction.*)

Employee pay and contributions in final and previous scheme years (April to March):

Total pension contributions paid by employee:

Final scheme year: £	Previous scheme year: £
EE contribution rate: £	%





The amount of employee and/or employer contributions paid for APC/SCAPC* in the final scheme year:

Employee contributions: £

Employer contributions: £

Final salary pay for pre 1 April 2014 service

Full-time equivalent rate of pensionable pay at date of leaving:

£

Full-time equivalent pensionable pay paid during the last 365 days:

£

)

Part-time pensionable pay paid during last 365 days (if applicable):

£

If part-time state hours used in calculation:

per week

weeks per year.

Career average revalued earnings (CARE) pay for post 1 April 2014 service

Final year actual CARE pay from April of final scheme year to date of leaving including any periods of APP:

£

Previous year CARE pay from April to March of previous scheme year including any periods of APP:

£

Final year actual CARE pay if member in 50/50 from April of final scheme year to date of leaving including any periods of APP:

£

Previous year CARE pay if member in 50/50 from April to March of previous scheme year including any periods of APP:

£





Please note the difference in the regulations definitions of “pensionable pay” for pre-2014 and post- 2014 service. The regulations can be found in full on the LGPS Regulations website, particularly in the 2008 Regulations (Regulation 4) and 2013 Regulations (Regulation 20). You may also find the LGPS HR and Payroll guide useful. Visit our website which provides further information on employer responsibilities.

Reason for leaving code

- A** Voluntary resignation
- F** Flexible retirement
- B** Resignation after a period of maternity
- N** Retirement on or after NPA* (up to age 75)
- C** Casual employee who has not worked in post over previous 12 months (date of leaving should be the date when the employee last worked in post)
- O** Member opted out of the scheme
- D** Dismissal (In additional notes please indicate if dismissal due to misconduct)
- RE** Termination on grounds of redundancy/efficiency
- E** Member choice early retirement (age 55 to day before NPA*) with immediate payment of pension benefits – must also complete options for waiving reductions
- T** Transfer to another local authority/ TUPE (please include new employer in additional notes)
- NPA** (normal pension age) – contact the pensions team if you are unsure of the employees NPA
- FTC** Fixed Term Contract coming to an end

For completion by authorising signatory

Signature:

Name:

Job title:

Email:

Date:

Please return this form using i-Connect document upload. See the i-Connect document transfer guide on our website for further details.

June 2025

