



Application for payment of benefits form

If you are or were a member in the LGPS in more than one post, you must complete an application form for each post you wish to take payment of your benefits from.

Please read the notes at the end of this form before completing it and returning it to us.

1. Personal information

Name:

NI number:

Date of birth:

Personal email address*:

Phone number:

Home address:

**I confirm that by giving my email address, I'm agreeing for Shropshire County Pension Fund to email me about my pension. (Please note that you do not have to provide your email address, but if you don't, the fund won't be able to contact you with information about your pension, and you will not be able to register to view your pension account online to see your annual benefit statement. In these circumstances a paper copy must be requested.)*

2. Employment information

Scheme employer:

Payroll number:

Post number:



Go online

Find out more and log on to
'My Pension Online' at:

www.shropshirecountypensionfund.co.uk



Call us

01743 252130



Email us

Please use our **online contact form**



Write to us

Pensions, PO Box 4826
Shrewsbury SY1 9LJ



Please specify the date you would like your benefits to start:

I wish for my benefits to be brought into payment from the first day of the month which is three months after the date I have signed the form.

(For example, if you sign this form on 26/01/2026, your benefits will be payable from 01/05/2026.)

I wish for my benefits to be brought into payment from:

(This date must be at least three months after the date you sign this form.)

3. Declaration

By signing this form, I confirm that:

- The information I have supplied is correct.
- I accept that my application for payment remains valid until three months after the date above.

Signed:

Date:

Please login/register to [My Pension Online](#) and upload the completed form in the 'Documents and uploads' section within the member portal or return this form completed to Pensions, PO Box 4826, Shrewsbury, SY1 9LJ

Data protection

The Shropshire County Pension Fund is a data controller under data protection law. This means we store, hold and manage your personal data in line with statutory requirements to enable us to provide you with pension administration services. To enable us to carry out our statutory duty, we are required to share your information with certain bodies but will only do so in limited circumstances. For more information about how we hold your data, who we share it with, and what rights you have to request information from the fund, please visit www.shropshirecountypensionfund.co.uk





Important notes

- The scheme rules applicable at the time of making your application for early payment of benefits will determine whether your benefits are payable, and from what date.
- Scheme rules state that the earliest date your benefits can be paid to you is three months following your application. Your request date must therefore be at least three months after the date you sign this form.
- For ease of administration, we will usually bring your benefits into payment from the 1st day of the month which is three months after the date you have signed this form. However, if you would like to bring your benefits into payment from a specific date instead (e.g. your birthday), please indicate this date on the form. Where a specific date has been chosen, please note that this does not indicate the date we will make payment. Your benefits will be paid to you in arrears and in the next available pay period following receipt of fully completed retirement forms and relevant certificates (where appropriate).
- If you are currently paying into the scheme, your employer must confirm that you have left employment in that post before the date you wish your benefits to be brought into payment. If your date of leaving is after this date, then your benefits will be paid from your date of leaving (providing this is no more than three months after the date you wish your benefits to be brought into payment).
- If you stopped paying into the scheme because you opted out but have not left your employment, you cannot receive early payment of your benefits. Your employer must confirm that you have left your employment before your benefits can be paid.
- We must receive this application form within 10 working days of the date you have signed it. We will acknowledge receipt of it. Please contact us if you have not received your acknowledgement within 10 working days of sending it to us. Your form remains valid for three months from the date you wish to bring your benefits into payment from, after which a new application giving at least three months' notice is required.

October 2025

