



## LGPS Opt-in form: Councillors

This form is for eligible councillors and mayors (elected members) in England to opt-in to the LGPS. As an elected member, if you wish to opt-in to the LGPS, you must opt into the Scheme. If you wish for an allowance to be pensionable, you must return an opt-in form to the body that pays you that allowance.

### 1. Personal information

Full Name:

Title:

Date of birth:

NI number:

Home address:

Contact number:

Personal email 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. Service details

Elected members are eligible to opt in to the LGPS in respect of each authority that pays allowances or salary to them. This includes county councils, unitary councils, London boroughs, fire and rescue authorities, combined authorities, and combined county authorities.

Relevant authority:



**Go online**

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

[www.shropshirecountypensionfund.co.uk](http://www.shropshirecountypensionfund.co.uk)



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01743 252130



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Please use our **online contact form**



**Write to us**

Pensions, PO Box 4826  
Shrewsbury SY1 9LJ



### 3. Declaration

**By signing this form, I confirm that:**

- I wish to opt-in to the LGPS as a councillor or mayor serving the authority named above from the start of the next pay period.
- The information I have given on this form is accurate
- I authorise the deduction of ongoing pension contributions from my allowances/salary at the appropriate contribution rate.

Signed:

Date:

**Please return this form completed to the relevant authority's payroll  
or HR department.**

### 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](http://www.shropshirecountypensionfund.co.uk).

May 2026



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## Elected member opt-in form

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### How do I opt-in the LGPS?

You can choose to opt-in to the Scheme if you are eligible and under 75. To secure your entitlement to the Scheme benefits it is important that you complete and return a opt-in form. Once the relevant authority receives your form, they will start deducting pension contributions from your allowance or salary. You should check your payslips to make sure the correct contributions are being taken.

Your local LGPS pension fund will set up your pension record and send you an official notification of your membership of the Scheme.

If you receive an allowance or salary from more than one authority and want pension benefits from each role, you must complete a separate opt-in form for each authority.

### What do I pay?

As an elected member, you pay a percentage of your pensionable pay into the LGPS. Your contribution rate is based on how much you are paid. It's currently between 5.5% and 12.5%. You can find out how much the Scheme costs using the contributions calculator on [www.lgpsmember.org](http://www.lgpsmember.org).

Your pensionable pay is the total of all basic allowance, special responsibility allowance, salary and other relevant allowances paid by your authority. Generally this means that all pay from your authority is pensionable except travel and subsistence allowances.

Your authority pays the balance of the cost of providing your LGPS benefits. On average, your authority will pay roughly three times what you pay.



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## How are benefits worked out?

1/49th of your pensionable pay is put into your pension account every year. The balance in your pension account at the end of each year is adjusted in line with the cost of living. When you retire, the balance in your pension account is the annual pension payable for life. You will have the option to give up some of this pension for a tax-free lump sum at retirement.

Additionally, your family enjoys financial security, with immediate life cover and a pension for your spouse, civil partner or eligible cohabiting partner and eligible children in the event of your death in service. If you become seriously ill and you've met the two year qualifying period, you could receive your pension straight away.

## Can I opt-in if I already pay into another pension?

Yes - you can pay into the LGPS even if you already contribute to another pension scheme. You are allowed to pay into as many pension schemes as you like. Each tax year, you can usually pay up to the full amount of your UK taxable earnings into one or more pension schemes and receive tax relief. This is subject to the annual allowance, which limits the total amount of pension savings you can build up tax-free in a year.



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