

## Transfer Value Authority Form

**Personal Details** (Please complete in BLOCK CAPITALS, only if you have a previous pension scheme.)

Surname:	<input type="text"/>		
Forenames:	<input type="text"/>	Title:	<input type="text"/>
NI Number:	<input type="text"/>	Date of Birth:	<input type="text"/>
Address:	<input type="text"/>		
	<input type="text"/>		
	<input type="text"/>	Postcode:	<input type="text"/>
Employer:	<input type="text"/>	Employee No:	<input type="text"/>

### Transferring in your pension benefits

If you have previously been in a pension scheme and you wish to investigate the possibility of transferring your pension rights to the Local Government Pension Scheme (LGPS), please complete the section below. If you have previous LGPS benefits OR service in another public service pension scheme please provide details in **all** cases together with the dates you were a member.

**Please note a transfer must be applied for within 12 months of joining your employer. You must use one form per transfer requested, as an original signature is required for each transfer.**

### Previous Pension Scheme Administrator

Name of Previous Scheme	Address	Policy/Reference Number
<input type="text"/>	<input type="text"/>	<input type="text"/>

**\*\*\*Important\*\*\***

**Please note this should be your previous pension scheme administrator and not your previous employer.**

Dear Sir/Madam

### Transfer of Pension Rights

I, , authorise you to release all information relating to my pension rights to the administrators of the Cheshire Pension Fund.

Signed:

Dated:

### Member Enquiry Contact:

Tel: 01244 976000 Email: [pensions@cheshirewestandchester.gov.uk](mailto:pensions@cheshirewestandchester.gov.uk)

Please return to: Cheshire Pension Fund, The Portal, Wellington Road, Ellesmere Port, CH65 0BA.

## Transfer Value Authority Form – Guidance Notes

**Please read these notes carefully before completing the enclosed form.**

If you have previously paid into company, occupational, personal pension scheme or an Additional Voluntary Contributions (AVC) arrangement before you joined the Local Government Pension Scheme (LGPS), you can request that the benefits built up in your previous schemes be transferred into the LGPS by completing this form.

**You must inform us in writing within the first 12 months of joining your employer that you want to transfer your benefits. In exceptional circumstances this period can be extended by your employer, but you should check their policy on this.**

You may be able to transfer pension rights into the LGPS from:

- a previous LGPS fund
- a previous employer's pension scheme
- a self employed pension plan
- a personal pension plan
- a stakeholder pension scheme
- an Additional Voluntary Contribution (AVC) arrangement

### **Pension Credits**

Please note you cannot transfer a pension credit into the LGPS. A pension credit is a share of an ex-spouse's or ex-civil partner's pension benefits, as awarded by a Court under a Pension Sharing Order, or by a qualifying agreement in Scotland, following a divorce or a dissolution of a civil partnership.

### **Transfer from Abroad**

Overseas transfers are permitted into the LGPS, but only from certain specified European occupational pension schemes. If you wish to investigate transferring from such a scheme, please complete the Transfer Value Authority Form but note that this will not guarantee a transfer will take place.

### **Please Note**

This form only authorises the Cheshire Pension Fund to request information from your previous pension providers. It does not commit you to the transfer. You will only be committed to the transfer after you have received a transfer quotation and have confirmed in writing that you wish to proceed with the transfer.

**N.B. You are advised to apply for a transfer quotation in good time to satisfy the 12 month time limit.**