

**OPTION FORM – CANCELLATION OF MEMBERSHIP**

**WHAT YOU MUST DO - Complete Section A, B and C in all cases**  
***This form should be returned to the Pensions Team***

**Section A - Personal Details**

**Please complete the following in block capitals (see your payslip for details)**

SURNAME: ..... MAIDEN NAME: .....  
FIRST NAME(S) ..... TITLE (Mr/Mrs/Miss/Ms)  
HOME ADDRESS: .....  
.....  
DATE OF BIRTH: ..... NI NUMBER .....  
PAYROLL REFERENCE: .....  
EMPLOYER ..... DEPARTMENT .....  
JOB TITLE .....  
MARITAL STATUS (single/married/divorced/separated)

**Section B**

In full knowledge of the conditions and potential benefits available to me as a member of the Local Government Pension Scheme and having read the explanatory notes accompanying this form, I elect to terminate my membership of the scheme.

In making this election I acknowledge that, other than any rights, options and benefits which may have accrued to me in the above Scheme prior to the effective date of this election, I will have no claim on the scheme in respect of any period on or after the effective date of this election.

**Signed:** ..... **Date:** .....

**Section C Please indicate your option by ticking the appropriate box**

- Option 1  I have less than 2 years pensionable service and wish a refund of My contributions
- Option 2  I have more than 2 years pensionable service and wish to preserve My existing rights
- Option 3  I wish to consider transferring my pension rights to a Personal Pension arrangement

**NOTE TO PAY/PENSION SECTION**

Please check the employee’s details overleaf and complete Section D below before returning to The Pensions Team, Corporate Resources, Scottish Borders Council, Council Headquarters, Newtown St Boswells.

An election to leave the scheme will have effect from **the first day of the pay period following that in which the notice of election is given.** This is known as the **Effective date.**

**Section D**

To be completed by the employing authority before the form is forwarded to the Director of Financial Services, Scottish Borders Council.

Effective date (see above): .....

Employee’s Pension Contributions: .....  
(Current year)

Employee’s Contracted-out earnings: .....  
(Current year)

Contracted out earnings are the earnings between the lower and upper earnings limit on which NI contributions are payable

**Pensionable Remuneration**

	<b>From</b>	<b>To</b>	<b>No of days</b>	<b>Rate Per annum</b>	<b>Total Pensionable Remuneration</b>
Normal Pay	_____				
Bonus	_____				
Emoluments	_____				
Other	_____				
<b>TOTAL</b>	_____				

**Pensionable Remuneration includes such payments as:-**

Basic pay/salary, bonus, shift allowance, standby, contractual overtime. Payments such as non-contractual overtime, payments in lieu of notice should be excluded.

Where bonus payments fluctuate from week to week state the total amount paid for the year.

Where an employee has been off sick on reduced pay, entries should relate to the normal pay (including bonus, etc) which would have been earned had he/she not been off sick.

The figure should relate to the final year or one of the two preceding years where this would give a higher figure.

I have checked the employee’s details overleaf and have from the effective date taken appropriate action regarding Pension and NI contributions.

**Signed (on behalf of the Employer)** .....

**SCOTTISH BORDERS COUNCIL – LOCAL GOVERNMENT PENSION SCHEME**

**OPTION FORM – CANCELLATION OF MEMBERSHIP**

**EXPLANATORY NOTES**

Please read the following carefully.

**General Information**

Before deciding to opt out of the Local Government Pension Scheme you should consider carefully the types and range of benefits provided by the scheme. Detailed information is contained in the Employee's Guide to the Local Government Pension Scheme which, if you have not already received a copy, can be obtained from your employer, or the address given below.

Remember the decision whether or not to stay in or opt out of the Local Government Pension Scheme is entirely your own, but your employer and the trade unions are united in their belief that the Local Government Pension Scheme offers outstanding protection and value for money for you and your dependants.

If you are satisfied that you do not wish your future employment to be pensionable under the Local Government Pension Regulations, and you are a current member of the scheme, you should complete and return the option form attached.

**Effective date of Election**

The election shall have the effect from the first day of the pay period following that in which the option form is received by your employer.

**Rejoining the Local Government Pension Scheme**

Acceptance of any future application to join the Local Government Pension Scheme may be subject to certain conditions, about which further information may be obtained from:-

The Pensions Team  
Corporate Resources  
Scottish Borders Council  
Council Headquarters  
Newtown St Boswells  
TD6 OSA

Tel: 01835 824000 Ext 5352 or Ext 5341