

Local Government Pension Scheme (LGPS)

LG35: Buying lost pension due to absence form 2022 v1

This form is for you to complete if you are interested in buying back the lost pension due to your period of absence without pay - but you will need to get some information from your employer.

What you need to do:

1: You should complete **section 1** & return this form to your HR/Payroll department. They are required to provide you with the information set out in **sections 2 and 3**.

2: Your employer will then return the form to you so that you can complete the online lost pension calculator which can be found at: www.lgpsmember.org. You will need to click on the link '**Tools and Calculators**' at the foot of the page.

3: Click on '**Calculate lost pension contributions**' in the '**Buy Lost Pension Calculator**' section to open the online calculator.

- Enter your personal details and details of your period of absence. The information you are required to enter under 'Lost Pensionable Pay (from employer)' should be provided by your HR/Payroll department and will be shown in SECTION 2 below.
- In the 'Payment Details' section, you will need to decide whether you want the payments to be made either by regular contributions over a certain number of years, **or** by paying a one off lump sum.

Important – if you are making your election more than 30 days after your return to work, then the '30 day override' tickbox should only be ticked if your employer has agreed to extend this period and pay 2/3rds of the cost.

4: If you decide you want to proceed once you have obtained your quote, you will need to select the '**Apply for lost pension**' button at the bottom of the screen. Once you have entered your details, you can choose to enter a digital signature & date by clicking on 'sign and download application'. Alternatively, please print and complete the application and send a copy to your HR/Payroll department.

Section 1 – To be completed by the scheme member

Required information	Answer
Title:	
First name:	
Surname:	
Date of birth (dd/mm/yyyy):	
National Insurance number:	
Employer:	

Required information	Answer
Payroll reference:	

Please note that if you want to buy back lost pension due to authorised leave of absence (other than due to trade dispute, as buying back lost pension following a trade dispute is at the full cost to the member), your employer will meet 2/3rds of the cost **provided you make your election to do so within 30 days of returning to work** after the period of absence. If you make your election after 30 days you can still buy back the amount of lost pension but it will normally be at the whole cost to you (unless your employer voluntarily chooses to contribute towards the cost).

You should now return this form to your HR / Payroll Department.

Section 2 – To be completed by the employer

Required information	Answer
Period of absence start date (dd/mm/yyyy):	
Period of absence end date (dd/mm/yyyy):	
Total lost pensionable pay during period of unpaid absence:	£
Reason for absence. Please answer with one of the following: <ul style="list-style-type: none"> • Trade dispute • Authorised unpaid leave • Unpaid additional child related leave 	
Section of the scheme. Please answer with one of the following: <ul style="list-style-type: none"> • Main section • 50 / 50 section 	
In cases where an election is made more than 30 days after returning to work, do you agree to extend the 30 day return to work period and pay 2/3rds of the cost? Please answer yes or no	

Section 3 – Declaration by the employer

Required information	Answer
Employer:	
Completed by (full name):	
Job title:	
Email Address:	
Signed:	
Date (dd/mm/yyyy):	

Once you have completed sections 2 and 3, **please pass this form back to the scheme member.**