



**Local Government Pension Scheme (LGPS)
Paying Additional Pension Contributions (APCs)
LG41 APC Application Form 2023v1
Surrey Pension Fund**

Section A – Personal details and declaration

To be completed by member wishing to purchase APCs.

Required information	Answer
Title:	
Full name:	
Date of birth (dd/mm/yyyy):	
Your home address and postcode:	
National Insurance number:	
Your phone number	
Your email address:	
Employer:	

Declaration by Scheme Member

I confirm that as far as I am aware my current state of health will not prevent me from completing my contract for the purchase of Additional Pension in the LGPS.

I declare I am not aware of any medical issues not yet disclosed to my doctor.

Required information	Answer
Signed:	
Date (dd/mm/yyyy):	

Section B – Medical declaration

To be completed by registered medical practitioner.

Please see page 4 for notes on the completion of this form.

I understand that the above named has asked to purchase additional benefits under the Local Government Pension Scheme Regulations.

I confirm that I am a certified registered medical practitioner and that in my opinion the person named on the first page of this form

is * is not * (* delete as appropriate) in ‘reasonably good health’. Please see page 4 for an explanation of this term.

Required information	Answer
Doctor’s signature:	
Date (dd/mm/yyyy):	
Doctor’s full name:	
Address of practice and postcode:	
Telephone number of practice:	
Official stamp of practice:	

Section C – Approval by administering authority

Required information	Answer
Member's name:	
National Insurance number:	

I confirm that the administering authority approves the purchase of additional pension by the member named above.

Required information	Answer
Signed:	
Date (dd/mm/yyyy):	
Full name and email address	
Has the member elected to make a lump sum payment direct to the pension fund? (please answer yes or no)	

If the member has elected to make a lump sum payment direct to the pension fund, please return this form to Pension Services.

If the additional contributions are to be deducted directly from the member's salary, please complete the section below.

Instruction to the employer – please deduct additional contributions as set out in the attached Buying Extra Pension - Application for Additional Pension Contribution (APC) form.

Required information	Answer (month / year)
Contributions are due to commence from:	

Section D – Confirmation of additional contributions

To be completed by the employer (or payroll provider)

Please read the Guidance notes on page 5 before completing this section.

I confirm that I have arranged for the deduction of additional pension contributions from the member named on the first page of this form.

Please complete Part 1 or 2:

Part 1: If the member has elected to pay by way of a one-off deduction from their salary:

Required information	Answer
I have arranged for an additional contribution of:	£
To be deducted in (please answer with month / year)	

Part 2: If the member has elected to pay regular contributions:

Required information	Answer
I have arranged for an additional contribution of:	£
Starting from (please answer with month / year) :	
Ending (please answer with month / year) :	
Signed:	
Date (dd/mm/yyyy):	
Full name:	
Email address:	

Paying Additional Pension Contributions (APCs) LG41 APC application form

Guidance notes for completion & additional information

Additional Pension Contributions (APCs) – are a means by which members of the Local Government Pension Scheme (LGPS) may increase their pension benefits by the purchase of a fixed amount of yearly pension. The purchase may be made by lump sum or by regular contributions through deductions from the payroll over a set period of time.

Section A – You (the scheme member) should complete this section and arrange for a registered medical practitioner to complete section B.

Please note that any charges associated with the completion of this medical declaration are to be borne by the scheme member and **may not** be charged or recharged to the Pension Fund.

Section B – The registered medical practitioner should complete this section.

Medical declaration – it is the member's responsibility to obtain certification from a registered medical practitioner which may be the member's own doctor.

Reasons for there being a requirement for a medical declaration – an APC contract is deemed to be 'paid for' if the scheme member has to retire for health reasons, or dies in service. The medical declaration is used to assess a basic level of risk to the Pension Fund and to give the Administering Authority of the Pension Fund justification for refusal of an APC if the member is not in **reasonably good health**.

Reasonably good health – the LGPS regulations do not define this term. In this context it should be taken to mean that there is no known underlying medical condition that would prevent the member from continuing in employment until State Pension Age (or age 65 if later).

Fees – any fees incurred in the completion of this form must be borne by the scheme member. No fees may be charged or recharged to the Pension Fund.

The certified form should be returned to the scheme member.

Once you (the scheme member) have received the certified form, you should use the calculator on the LGPS scheme members' website to continue your application to purchase Additional Pension in the LGPS.

The online calculator can be found by visiting www.lgpsmember.org , clicking on '**Tools and Calculators**' at the foot of the page, then selecting '**Calculate extra pension contributions**' then clicking on '**Buy extra pension calculator**'.

When you have decided on the amount of Additional Pension that you would like to buy, whether you wish to pay by lump sum or by regular contributions over a longer period, and, if relevant, the period over which you wish to pay the regular contributions, you should complete the '**Apply for extra pension**' section at the foot of the page. On completion, you will be able to access a PDF version of your application form which you should print and sign.

Please attach this fully completed **LG41 APC Application Form** to the Buying Extra Pension - Application for Additional Pension Contribution (APC) form from the website, and **send both copies to:**

**Surrey Pension Team,
PO Box 465, REIGATE, RH2 2HA**

Alternatively, please email scanned copies of the forms to: lgps.forms@surreycc.gov.uk

Please note: We recommend that you keep copies of the completed LG41 form and online application for your records.

Information for the employer

This form has been sent to you because one of your employees has elected to purchase Additional Pension to increase their LGPS benefits. Please note that:

- You **should not** have received this form if the employee wishes to pay Additional Contributions to buy back pension '**lost**' in a period of unpaid leave.
- You should only take action in response to receiving this form if **Section C** has been completed by a representative of the Administering Authority. If this section has not been completed, please send the form to the administering authority for approval at the address or email address shown on the next page.
- You should have received an application to pay Additional Pension. The application sets out either:
 - the one off deduction that should be arranged from the employee's pay
 - or the regular monthly deduction and the 'Years of agreement' - number of years that the additional contributions should be deducted for

If the member has elected to make a single payment, then you should arrange for this to be deducted in the next available pay period.

If the member has elected to pay regular contributions, these should commence from the date shown in **Section C**. The cost of buying Additional Pension is related to the employee's age. If you receive this form too late to arrange deductions from the first month indicated in **Section C**, then you should arrange for arrears of additional contributions to be collected as soon as possible.

If the employee has elected to buy Additional Pension by paying regular contributions, then these should continue to be deducted for the agreed period unless:

- The employee elects to stop paying the Additional Contributions
- The employee joins the 50/50 section of the LGPS
- The employee opts out of the LGPS
- The employee stops being eligible for LGPS membership (they commence a teaching role, for example)

Please complete **Section D** to confirm that you have arranged for the Additional pension contributions to be collected and return this LG41 form and the APC application form to Pension Services.

Contact details for Pension Services

Email completed forms to: lgps.forms@surreycc.gov.uk (if sending via Egress Switch)

Write to:

Surrey Pension Team,
PO Box 465, REIGATE, RH2 2HA

Please contact the Customer Relationship Team if you have any queries:

Email: crtpensions@surreycc.gov.uk

Phone: 0300 200 1031 (9am to 4pm Monday to Friday)