**LOCAL GOVERNMENT PENSION SCHEME 2014 - REQUEST FOR ESTIMATE OF PENSION**

**BENEFITS - For an Active Scheme Member**

**Please complete this form using black ink**

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| **FROM**  |
| **NAME** |  |
| **TRUST OR EMPLOYER NAME** |  |
| **\*SCHOOL OR ACADEMY** |  |
| **TELEPHONE NUMBER** |  |
| **E-MAIL** |  |

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| **This form must be used when requesting an estimate of pension benefits. Requests received by the****Pension Team using any other method will be returned. Estimates will be calculated within 5 working days.** |
| **MEMBER DETAILS** |
| **SURNAME** |  | **FORENAMES** |  |
| **DATE OF BIRTH** |  | **NI NO:** |
| **JOB TITLE**  |  |
| **REASON FOR RETIREMENT ESTIMATE REQUEST** |
| **Redundancy** | **□** | **Business Efficiency** | **□** | **Normal Pension Age (in line with State Pension Age)** | **□** |
| **Flexible Retirement with Employer’s Consent**  | **□** | **Ill-Health****If Ill-health please confirm which Tier:** | **□****□ Tier 1 □ Tier 2 □ Tier 3** |
| **Early Retirement (over  age 55 and before NPA)** | **□** |  | **OTHER** |
| **Estimated Date of Retirement**  |  |
| **If additional pension is to be awarded please state:** | **£ (please consult your policy statement before awarding additional pension)** |
| **Are benefits to be paid with or without an actuarial reduction?**  | **WITH/WITHOUT (this question applies to Flexible Retirement or Early Retirement)** |
| ***(Capital Costs will be provided in all appropriate cases)*** |
|  **PENSIONABLE PAY INFORMATION** |
| **FINAL PAY**  | **£ (Please quote full-time equivalent value)** |
| **ACTUAL ANNUAL SALARY AT ESTIMATED DATE OF RETIREMENT** | **£** |
| **FULL-TIME EQUIVALENT PAY IF PART-TIME** |  **£** |
| **ESTIMATED PENSIONABLE PAY RECEIVED DURING PERIOD 1 APRIL 2023 TO 31 MARCH 2024 *(please do not include APP figure here)*** | **MAIN** | **50/50** |
|  **£** |  **£** |

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| **ESTIMATED PENSIONABLE PAY RECEIVED DURING PERIOD 1 APRIL 2024 TO 31 MARCH 2025 or date of retirement if earlier.** ***(please do not include APP figure here) leaving)*** | **MAIN** | **50/50** |
| **£** | **£** |
| **ESTIMATED PENSIONABLE PAY RECEIVED DURING PERIOD 1 APRIL 2025 TO ESTIMATED DATE OF LEAVING *(please do not include APP figure here)***  | **MAIN** | **50/50** |
| **£** | **£** |
| **ASSUMED PENSIONABLE PAY (please quote annual figure. This information is required for ill-health retirement estimates).** | **£** |
| **ASSUMED PENSIONABLE PAY (LEAVE OF ABSENCE)**Required for any relevant period where the employee has received reduced or no pay as a result of sickness or injury or due to a period of paid child-related leave. **NOTE: If at any time during a period of reduced or nil contractual pay the employee’s actual earnings are greater than the APP please substitute Actual Pay for APP for these days e.g KIT days.** | **£** |
| **Please add any additional comments here** |
| **Please e-mail this form to:** **info@berkshirepensions.org.uk**  |
| **\* NAME OF SCHOOL OR ACADEMY: If you are a trust providing a service on behalf of a school or  academy please provide the name of the school or academy in this box.**  |
| **SIGNED** |  | **DATE** |  |
| **NAME OF AUTHORISED SIGNATORY** |  |
| **POSITION** |  |

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**LOCAL GOVERNMENT PENSION SCHEME 2014 - REQUEST FOR ESTIMATE OF PENSION**

**BENEFITS - For an Active Scheme Member**

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| **MEMBER DETAILS** |
| Please confirm the member’s Name, Date of Birth, National Insurance number and job title. ***If a member has multiple jobs within your employment please complete a separate estimate request form for each job.***  |
| **REASON FOR REQUEST** |
| Please tick only one of the reasons shown. In the event of ill-health please tick under what tier the benefits should be paid. |
| **ESTIMATED DATE OF RETIREMENT –** Please state the date you would like the estimate calculated to. |
| **If Additional pension is to be granted please state amount.** As an employer you have discretion under LGPS Regulations to award a scheme member, at any time whilst a contributing member of the scheme, an amount of additional pension. There is a cost to you as the employer in awarding these additional benefits to a member. Please consult your policy statement before applying this discretion. |
| **Are benefits to be paid with or without and actuarial reduction?** A Scheme employer is able to agree to waive all or part of the early reduction (actuarial reduction) applied to a Scheme member’s benefits at the employer’s cost. If you are considering waiving the early retirement reduction please note there may be a cost implication in some cases. This question applies to Flexible retirement or early retirement.  |
| **CAPITAL COSTS WILL BE PROVIDED AS PART OF THE ESTIMATE IN ALL APPROPRIATE CASES.** |
| **PENSIONABLE PAY INFORMATION** |
| **FINAL PAY -** This is the figure that will be used to calculate the pension and lump sum benefits linked to the employee's membership built up to 31 March 2014. Normally this will be the earnings on which pension contributions have been deducted for the last 365 days of pensionable employment but can be one of the previous two 365 days periods if these yield a higher figure. This is also the full-time equivalent value of pay if the member was part-time. **A final pay figure is required in all instances even if the member has no membership prior to 1 April 2014 in respect of the employment you are completing the EST3 for.** **Please note that only elements of pay which were pensionable under the LGPS 2008 Regulations should be included in Final Pay.** **Non-contractual Overtime should not be included in Final Pay calculation. *A Final Pay calculation example can be found on the next page.***EST3(0424) |
| **Final Pay Calculation Example:**

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| **Final Pay Calculation formula: months/days X £ (FTE) / 12**  |
|  Date of Leaving: **31 December 2023**FTE Salary from 1 January 2022: **£22,000** Increasing from 1 April 2022 to:  **£23,500** |
| **Date from**  | **Date to**  |  |  |
| **1 January 2023** | **31 March 2023** | **3 months X £22,000 / 12** | **£ 5,500.00** |
| **1 April 2023** | **31 December 2023** | **9 months X £23,500 / 12** | **£17,625.00** |
| **TOTAL Final Pay**  |  |  | **£23,125.00** |

In this instance the Final Pay would be **£23,125.00** ***Please provide the best Final Pay out of the last three years.*** |
| **ACTUAL ANNUAL SALARY AT DATE OF LEAVING -** This is the pay being received on the estimated date of retirement. |
| **FTE (Full-time Equivalent) -** This is the full-time equivalent rate of pay at the estimated date of retirement if the member is in part-time employment. |
| **PENSIONABLE PAY INFORMATION – POST 1 APRIL 2023 TO DATE** |
| **ESTIMATED PENSIONABLE PAY RECEIVED DURING PERIOD 1 APRIL 2023 TO 31 MARCH 2024 -**This is the total actual pensionable full pay that the member paid contributions on from 1 April 2023 to 31 March 2024. |
| **ESTIMATED PENSIONABLE PAY RECEIVED DURING PERIOD 1 APRIL 2024 TO 31 MARCH 2025 -**This is the total estimated actual pensionable full pay that the member paid contributions on from 1 April 2024 to 31 March 2025, or date of retirement if earlier.  |
| **ESTIMATED PENSIONABLE PAY RECEIVED DURING PERIOD 1 APRIL 2025 TO DATE OF RETIREMENT**This is the total actual pensionable full pay that the member paid contributions on from 1 April 2025 to the estimated date of retirement. |
| Please also confirm under which section the member contributed to during these dates (**MAIN** section or **50/50** section). EST3(0424) |
|  **ASSUMED PENSIONABLE PAY (APP)** |
| Assumed Pensionable Pay (APP) is calculated as an annual rate then applied to the relevant period as a proportion of that rate. The annual rate is calculated as follows: Calculate the average of the pensionable pay for the 3 complete months prior to the **\***relevant event. Gross up the figure as calculated to an annual figure. If 3 complete pay periods do not exist use the number of pay periods that are available. For weekly paid staff simply replace 3 months with 12 weeks.**\*Relevant Event**: For the purposes of calculating APP for a period of child-related absence the relevant event is the date from which the member goes into reduced pay. The relevant event for a period of authorised unpaid leave is the first day of the absence.  |
| **ASSUMED PENSIONABLE PAY (ILL-HEALTH) -** Required if employment has ceased on grounds of ill-health under tier 1 or 2. **Please quote an annual value here.****ASSUMED PENSIONABLE PAY (LEAVE OF ABSENCE) -** Required for any relevant period where the employee has received reduced or no pay as a result of sickness or injury or due to a period of paid child-related leave. **NOTE: If at any time during a period of reduced or nil contractual pay the employee’s actual earnings are greater than the APP please substitute Actual Pay for APP for these days e.g KIT days.****APP CALCULATION EXAMPLE**A monthly paid employee commences a period of reduced pay due to sickness absence on **15 June 2023** and stays on reduced pay until 3 September. They return to work on full pay on **4 September 2023**. The employee is in the MAIN Section of the LGPS throughout. During their sickness absence their pensionable pay builds up for them as follows:

|  |  |  |
| --- | --- | --- |
| **Month**  | **Pensionable Pay (PP)** | **Assumed Pensionable Pay (APP)** |
| June 2023 | 14 days of PP (1-14 June) | 16 days of APP (15-30 June) |
| July 2023 | 0 days of PP | 1 month of APP (1-31 July) |
| August 2023 | 0 days of PP | 1 month of APP (1-31 August) |
| September 2023 | 27 days of PP (4 - 30 September) | 3 days of APP (1-3 September) |

The member then leaves their employment the following March. They earn **£22,200.00** per annum **(£1,850 per month**) at their date of leaving. Their APP figure is calculated using the three complete months prior to the date the member’s pay first reduced (i.e 15 June 2023 – March, April and May 2023)as follows:

|  |  |
| --- | --- |
| **Relevant Date** | **15 June 2023** |
| **March 2023** | £1,780.50 |
| **April 2023** | £1,850.00 |
| **May 2023** | £1,850.00 |
| **Total** | **£5,480.50** |
| **Monthly APP = £5,480.50 / 3 = £1,826.83** |

EST3(0424)**Ill-Health Retirement APP Example:** A member retires on ill-health Tier 1 on **20 November 2023**. Their monthly salary was **£1,958.33** increasing to **£2,050** from **1 September 2023**. Their APP is calculated as follows:

|  |  |
| --- | --- |
| **Relevant Date**  | **20 November 2023** |
| **August 2023** | £1,958.33 |
| **September 2023** | £2,050.00 |
| **October 2023** | £2,050.00 |
| **Total** | **£6,058.33** |
| **£6058.33 / 3 X 12 = £24,233.32** |

The annual APP figure is used to calculate the ill-health enhancement (under tier 1 or tier 2 and the Death Grant payable (which is 3 times the annual APP) plus the enhancement attached to the Dependants pension (if applicable). |
| **Please send completed EST3 form to the pension team to:** **E-MAIL:** **info@berkshirepensions.org.uk****Please ensure that this form has been signed and dated by an authorised signatory.** **The Pension team will process your request within 5 working days of receipt.** |

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