

# LG30 – Request for Pensionable Pay Information

## **Section 1 – To be Completed By Employee**

Surname:	
First Name:	
Title:	
National Insurance Number:	
Payroll Number:	
Date of Birth:	
Proposed Last Day*:	

\*You are not making any firm commitment to leaving your employment on this date. This date is only required so that your employer can estimate pay details for you.

## **Section 2 – To be Completed By Employer**

Final Pay (LGPS 2008 definition) for the year ending on the proposed last day shown above.	£
Pensionable Pay (LGPS 2014 Scheme – CARE Pay) in the Main Section	£
Pensionable Pay (LGPS 2014 Scheme – CARE Pay) in the 50:50 Section	£

## **Section 3 – Declaration By Employer**

I understand that the information given on this form will be used by the employee to calculate an estimate of their pension benefits and any errors or omissions will result in an inaccurate estimate.

Signed:	
Print Name:	
Telephone Number:	
Email Address:	
Date:	

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## Notes for Employer:

Your employee is using the My Pension Online portal to estimate their future pension benefits and they require estimates of their Final Pay and Annual Pensionable Pay, to enable them to use the portal.

Please complete sections 2 and 3.

Please provide estimated Final Pay for the year ending on the proposed last day of service shown overleaf. This should be the full-time equivalent pay and should include any additional payments that were pensionable under the 2008 Definition (does not include non-contractual overtime.)

Please provide an estimate of the yearly pensionable pay for the year ending on the proposed last day. Please note that this should be an annual figure, even if the proposed retirement date is less than a year in the future.

**Please complete this form and return to the employee.**