

LG6 Election to join the LGPS – notes for employers

2021 V4

Instructions for the employer receiving this form

An employee has completed this form because they have elected to join the LGPS in the post that they have provided details of on the first page. On receiving this form, you should take the following actions:

- Check that the member is entitled to join the LGPS in this post
 - The employee is under age 75
 - The employee is not entitled to join another pension scheme in this post (eg Teachers' Pension Scheme)
 - If you are a designating body (such as a town or parish council) or an admission body the employee may not have an automatic right to join the LGPS. Please confirm whether the employee has the right to join the LGPS and only proceed to the next stages if they do
- Take the appropriate action to arrange for pension contributions (employee and employer contributions) to start to be deducted from the next available pay period after you receive the member's election to join the LGPS.
Please note that it is **not possible for membership of the LGPS to be backdated** to a date before you received the completed opt in form.
- Provide the employee with the short guide to the LGPS for new scheme members
- Notify the Pensions team that the employee has joined the LGPS by your normal method of letting us know about new starters (completing a new joiner spreadsheet or via iconnect)

If you have any questions about this form, please contact the Pensions Helpdesk

By phone	0300 200 1031 (9am to 4pm)
By post	Surrey Pension Team, 2 nd Floor Dakota, De Havilland Dr, Weybridge, KT13 0YP