

Scottish Fire & Rescue Service Cancellation of Pensionable Membership Form

Explanatory Notes - Please read the following information carefully

SECTION 1 – GENERAL INFORMATION

The Firefighters Pension Scheme you are a member of provides a range of benefits giving you cover whilst in service and allows you to save while you are working in order to enjoy benefits once you retire.

The Scottish Fire & Rescue Service (the Employer) believes that the Scheme offers outstanding protection and value for money for you and your dependants. What's more, a large part of the cost of providing the excellent range of benefits is met by the Employer, so it's an extremely valuable and important part of your employment package. You can find a copy of the scheme booklet at www.pensions.gov.scot

Opting out won't save you as much in take home pay as you may think. In most cases you will pay more tax if you opt out of the Scheme. A basic rate taxpayer paying pension contributions of £100 a month will pay £20 more tax if they opt out.

Whatever your reasons for considering opting out of the scheme, please give the implications of this careful consideration before making a final decision.

You are strongly recommended to take independent financial advice before deciding to opt out.

If you are opting out of the Scheme due to advice you have received you should ask for this advice in writing.

SECTION 2 – WHAT YOU NEED TO KNOW

- The Employer cannot ask you or force you to opt out
- If you are asked or forced to opt out, you can tell The Pensions Regulator – see www.tpr.gov.uk/concern
- If you change your mind, you may be able to opt back in – email sppafirepensions@gov.scot if you want to do this
- If you stay opted out, the Employer will normally put you back into pension saving in around three years through auto enrolment
- If you change your job, your new employer will normally put you back into pension saving straight away
- If you have another job, your other employer might also put you into pension saving, now or in the future. This notice only allows you to opt out of the Firefighters Pension Scheme you are a member of. A separate notice must be filled out and given to any other employer you work for, if you wish to opt out of that employer's pension saving as well.

SECTION 3 – IMPLICATIONS OF OPTING OUT

Please be aware that you will not be covered for death in service benefits, ill health benefits or pension benefits during the period in which you have opted out of the Scheme.

The precise implications of opting out will depend on the individual circumstances of a member including factors such as: age; length of Pensionable Service; the scheme they are in; and any rights they have to Full Transitional or Tapered Protection.

If you have pension benefits built up in the previous FPS 1992 or NFPS 2006, then you will lose entitlement to protections under those arrangements.

Your previous pension scheme benefits can no longer be accessed at the age/service point, which applies whilst you were still a contributing member, if you opt out and become a deferred member.

You will no longer benefit from the provision of weighted accrual to reflect the expectation of double accrual in the FPS 1992 scheme.

You will lose the final salary protection on the FPS 1992 or NFPS 2006 benefits (unless you opt back into the FPS 2015 within a 5 year period). This means that those benefits will be calculated using your pensionable salary on the day you opt out and not your final pensionable salary when you come to eventually retire.

Note: you will cease to be in pensionable service under the scheme on the first day of the next pay period on or after the date on which you make that option.

Any pension you have built up under the FPS 2015 Scheme will be increased in line with the cost of living if you opt out, whereas pension you build up as an active member under the FPS 2015 Scheme is increased each year at the more generous rate of 1.25% plus the cost of living increase.

SECTION 4 – EXISTING PENSION RIGHTS - Your Options

(1) LESS than 3 months' pensionable service

Refund of contributions

If you opt out in the first three months of service, your decision is backdated to your date of joining, and any contributions will be refunded through your payroll.

If you have more than 3 months' pensionable service (including any service transferred in, other than from a personal pension) on opting out from the Scheme you can opt for a cash transfer sum out to another suitable registered pension scheme.

If you have previously transferred in a personal pension, then you will not be eligible for a refund of your contributions regardless of your length of service.

(2) 3 months or MORE pensionable service

Preservation of benefits

Fire Pension Scheme (1992)

If you have over 3 months pensionable service your rights are automatically preserved for payment, together with cost of living increase added on, at retirement.

New Fire Pension Scheme (2006)

If you have over 3 months pensionable service your rights are automatically preserved for payment, together with cost of living increase added on, at retirement age.

Fire Pension Scheme (Scotland) 2015

If you have 3 months or more pensionable service your rights are automatically preserved for payment, together with cost of living increase added on, at state pension age.

Details of your entitlement will be forwarded to you by the SPPA within 2 months of the SPPA being notified that you have opted out.

(3) TRANSFER of benefits

You may be entitled to transfer the cash equivalent value of your existing pension rights to another suitable pension arrangement. Details of the cash equivalent transfer value can be requested from SPPA. If you decide to transfer your benefits these will be paid to your new pension provider. A copy of the transfer calculation will be given to your new pension provider. Please note you will not be entitled to transfer your pension to a money purchase arrangement offering flexible benefits.

SECTION 5 – RE-JOINING the Fire Pension Scheme

Please note that if you opt out of the Fire Pension Scheme (1992) or the New Fire Pension Scheme (2006) you will not be able to re-join either scheme as they are now closed to new entrants.

However you have the option of joining the Fire Pension Scheme (Scotland) 2015 instead.

If you opt out again within 12 months after opting in, you will not be able to opt in again until the end of that period of 12 months.

If you subsequently re-join the Scheme, you will not receive any benefit for any previous period of service for which you received a refund of contributions (unless you elect to repay within 6 months of joining), or for any period whilst you were opted out of the scheme.

If you were a previous member of the FPS 2015 and re-join within a 5 year period, your FPS 2015 pension will be increased as if during the gap in service you were an active member but received no pensionable earnings.

If you re-join after 5 years, any previous period of service will remain deferred in your original Scheme, unless you elect to transfer the value of your deferred benefits into the FPS 2015.

Questions?

If you have any questions about information contained in this factsheet, please contact:

Fire Pensions
SPPA,
7 Tweedside Park,
Tweedbank,
Galashiels
TD1 3TE.

Scottish Fire and Rescue Service

Opt Out Form

PART 1 – TO BE COMPLETED BY THE OFFICER

SECTION 1 – PENSION SCHEME

Please indicate which Pension Scheme you are leaving;

	W/T	P/T	Retained
Fire Pension Scheme (1992)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
New Fire Pension Scheme (2006)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire Pension Scheme (Scotland) 2015	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PART 2 – TO BE COMPLETED BY THE OFFICER

SECTION 2 – PERSONAL DETAILS

Surname:

Former surname (if applicable):

Forenames (in full):

Title:

Date of birth (e.g. 15/04/1973):

 / /

Marital Status:

Contact address:

Postcode:

Email Address:

Phone Number:

National Insurance number:

Please indicate your reason for leaving by selecting one of the options below.

- | | | | |
|-------------------------------|--------------------------|---|--------------------------|
| 1. Completed 30 years service | <input type="checkbox"/> | 4. Changes to the Pension Scheme / Contribution Level | <input type="checkbox"/> |
| 2. Investment elsewhere | <input type="checkbox"/> | 5. Personal Circumstances | <input type="checkbox"/> |
| 3. Financial Pressures | <input type="checkbox"/> | 6. Other | <input type="checkbox"/> |

PART 3 – TO BE COMPLETED BY THE OFFICER

SECTION 3 – OPTIONS ON EXISTING RIGHTS

Please indicate what action you wish taken with your existing pension rights:

Option 1: I have less than 3 months pensionable service and wish a refund of my pension contributions.

Please pay to: Sort Code - -

Account No.

Option 2: I have 3 or more months pensionable service and wish to preserve my existing pension rights.

Option 3: I would like to consider transferring my existing pension rights to another pension arrangement.

Details of new provider:

PART 4 – TO BE COMPLETED BY THE OFFICER

SECTION 4 – DECLARATION

In the full knowledge of the conditions and potential benefits available to me as a member of the above Pension Scheme and having read the explanatory notes accompanying this form, I elect to terminate my membership of the Scheme.

In making this election I acknowledge that, other than any rights, options and benefits that may have accrued to me in the above Scheme prior to the effective date of this election, I will have no claim on the Scheme in respect of any period on or after the effective date of this election.

I understand that my election to leave the Scheme will have effect from the first day (the effective date) of the pay period following that in which the notice of election is received by my Payroll Department.

Signature: _____ Date: / /

Once you have read the accompanying explanatory notes and completed Sections 1 to 4 above, you should PRINT, sign and send this Form to your Payroll Department.

PART 5 – TO BE COMPLETED BY PAYROLL

SECTION 5 – FINAL PAY DETAILS

Section 5 (a) - Please provide final pensionable pay

An election to leave the Scheme will have effect from the first day (the effective date) of the pay period following that in which the notice of election is received by Payroll Department.

Effective Date (DOL)						Final Pensionable Pay (pensionable pay in the 12 months prior to DOL) (Not applicable if member joined on or after 1 April 2015)
Day	Month	Year				
						£

I confirm that each of the two years' previous pensionable pays were lower than the above figure : Yes No

If No please provide highest pensionable pay and period to which it relates.

Section 5 (b) - Please provide end year data

Return dates needs to be: For the current financial year to DOL
For the financial year preceding DOL
For the 2nd last financial year preceding DOL

Return Date						Pension Contributions	NI Contracted Out Earnings (Pre 6 April 2016)	CARE Pensionable Pay (if applicable)*
Day	Month	Year						
To date of leaving						£	£	£
3	1	0	3			£	£	£
3	1	0	3			£	£	£

* Not applicable if member is fully protected or is in a period of tapered protection and has therefore never joined the CARE Scheme.

CPD Contributions

Start Date						End Date						Amount of CPD Received	Total of Employers & Employees Conts paid on CPD
Day	Month	Year				Day	Month	Year					
0	1	0	7			3	0	0	1				
0	1	0	7			3	0	0	1				

Section 5 (c) - Payroll contact details

Payroll Administrator:

Telephone Number:

Email Address: @firescotland.gov.uk

Signature: _____ Date: / /

Member has less than 3 months service and received a refund through payroll

Completed Form

Please return the completed form to:
SPPA,
7 Tweedside Park,
Tweedbank,
Galashiels
TD1 3TE.