Police Service of Scotland

Cancellation of Pensionable Membership

Section 1 – Personal details - (To be completed by officer)

Surname

Former surname(s) (if applicable)

Forenames (in full)

Title

PSI number

Date of birth (e.g.15/04/1973) (DD/MM/YYYY)

/ /

National Insurance number

Contact address

Post code

Personal email address

Mobile telephone number

Marital Status:

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

1. Completed 30 years' service ☐
2. Changes to the Pension Scheme/Contribution Level ☐
3. Investment elsewhere ☐
4. Personal Circumstances ☐
5. Financial Pressures ☐
6. Leaving the service ☐
7. Other

Section 2 – Options on existing rights - (To be completed by officer)
See explanatory factsheet attached

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

Option 1: ☐ I have less than 2 years pensionable service and wish to receive a refund of my pension contributions.

Please pay to:

Sort code ☐☐ - ☐☐ - ☐☐

Account number ☐☐☐☐☐☐☐☐

Name on Bank Account ____________________

Option 2: ☐ I have 2 or more years 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.

Section 3 – declaration - (To be completed by officer)

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 factsheet 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 beginning on or after the notice of election is received by my Payroll Department. (This may differ when being auto enrolled).

I understand that if I opt out I will lose the right to pension contributions from my employer.

I understand that if I opt out, I may have a lower income when I retire.

I confirm I have personally submitted this notice.

Signature ____________________

Date (DD/MM/YYYY) ☐☐ / ☐☐ / ☐☐☐☐

Once you have read the accompanying explanatory factsheet and completed Sections 1 to 4 above, please email the completed form to financepayrollcontactus@scotland.police.uk

Section 4 – Final pay details - (To be completed by payroll)

Section 4 (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 officer 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 4 (b) - Please provide end year data

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

Return date						Pension Contributions		CARE Pensionable Pay (if applicable)*
Day		Month		Year				
To date of leaving						£		£
3	1	0	3			£		£

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

Section 4 (c) - Payroll contact details

Payroll Administrator: ________________

Email Address: ________________ @scotland.police.uk

Signed ________________ Date __ __ / __ __ / __ __ __ __

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

Payroll: Please upload the completed form **through the IConnect portal**.

Police Service of Scotland
Cancellation of pensionable membership
Explanatory Factsheet

Please read the following information carefully

SECTION 1 – GENERAL INFORMATION

The Police 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 Police Authority (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 https://pensions.gov.scot/police/about-police-pensions/police-pension-scheme-2015

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 **sharedservicesteam2@scotland.police.uk** if you want to do this

• If you stay opted out, your Employer will normally put you back into pension saving in around three years

• 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 Police 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, or pension benefits during the period in which you have opted out of the Scheme, and you will no longer be entitled to any ill health benefits from the Scheme.

Your opt out takes effect from the first day of the pay period after your payroll team receive your signed opt out form. (*This may differ when being auto enrolled*)

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 PPS 1987 or NPPS 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. See Section 3 below.

You will no longer benefit from the provision of weighted accrual to reflect the expectation of double accrual in the PPS 1987 scheme.

You will lose the final salary protection on the PPS 1987 or NPPS 2006 benefits (unless you opt back into the PPS 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.

Any pension you have built up under the PPS 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 PPS 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 2 year's 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.

If you have more than 3 months' but less than 2 years' 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, or a refund of your pension contributions less a deduction for National Insurance and tax. Payment will be made by BACS transfer by the Scottish Public Pensions Agency (SPPA) within 2 months of the SPPA being notified that you have opted out.

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) Two or MORE years' pensionable service

Preservation of benefits Police Pension Scheme (1987)

- If you have between 2 and 24 years 364 days pensionable service your rights are automatically preserved for payment, together with cost of living increase added on, at age 60.

- If you have over 25 years' service your benefits are payable at age 50 years together with the cost of living increase added on at age 55.

- If you opt out of the scheme with 30 years' service or over, your benefits will become payable immediately once you leave service. Pension increases are not payable until age 55, since you have opted out of the pension scheme. However if you retire on ill health you would need to be assessed as upper tier for pension increases to apply before 55.

New Police Pension Scheme (2006)

- If you have between 2 and 34 years 364 days pensionable service your rights are automatically preserved for payment, together with cost of living increase added on, at age 65. However your benefits can be claimed with an actuarial reduction from age 55.

- If you were to be retired on ill health from preserved you would have to be assessed as upper tier for your benefits to be paid.

Police Pension Scheme (Scotland) 2015

- If you have 2 or more years' pensionable service your rights are automatically preserved for payment, together with cost of living increase added on, at state pension age. However your benefits can be claimed with an actuarial reduction from age 55.

- If you were to be retired on ill health from preserved you would have to be assessed as upper tier for your benefits to be paid.

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 POLICE PENSION SCHEME

You will re-join the Police Pension Scheme 2015.

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 re-joining), or for any period whilst you were opted out of the scheme.

If you were a previous member of the PPS 2015 and re-join within a 5 year period, your PPS 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 PPS 2015.

Questions?

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

Email: sppapolicepensions@gov.scot