



**NOTES ON CHANGING SECTIONS OF THE
LOCAL GOVERNMENT PENSION SCHEME**

1. **You can only sign and date this election form once you have commenced employment and joined the scheme. You cannot sign and date the form before commencement. An election takes effect from the start of the next pay period.**
2. By submitting this form online, it will be forwarded directly to your employer for processing.
1. If you have more than one job with the same or another Local Government employer you will need to make a separate election for each job. This election only moves you into a different section of the scheme in relation to the employer and job(s) you have named on this form.
2. If you subsequently change your mind and decide to change sections of the LGPS provided you are under age 75, you can do so by completing a further election form.
3. If you are part of the 50/50 Section there are circumstances where your employer is required to automatically put you back into the Main Section of the LGPS; on the anniversary of your employer's automatic enrolment date and if you are absent because of illness and not in receipt of any pay at the start of a payroll period. You will, however, be entitled to re-elect to re-join the 50/50 Section.
4. If you voluntarily change job, or your employment is compulsorily transferred to a new employer, the new employer will normally put you back into the Main Section of the scheme straight away.
5. By completing and returning this form you are giving notice that you wish to change section in the scheme and you move into the appropriate section from start of the next payroll period after the date you complete the form. If you wish to change section at a later date, please attach a note to this effect to the form before returning it to your employer.