

To: Salaries and Wages
Human Resources
Pension Contacts
At: All Employing Authorities

Circular 14/2011
15 November 2011

Dear Colleagues

The LGS15 Leaver's form has been updated with the following changes:

1. Clarification of instructions on the front page of the form
2. Various minor amendments throughout to expand on or clarify guidance
3. *Section 2 - Member Details* has been amended to include:
 - A space for Post ID
 - A new question to check if member is contributing to the in-house AVC scheme
 - A new question to request the date the LGS16 was sent in if the member was entitled to immediate payment of benefits
4. *Section 5 - Pensionable pay* has been amended to include a box for Hourly Rate of Pay.

Please destroy any stocks you have of previous versions and use the new form, available to download at <http://www.nilgosc.org.uk/LGS15Web.pdf>, with immediate effect.

If you wish to have hard copies of the form sent out, please email michelle.duffy@nilgosc.org.uk with the employer name, delivery address and quantity required.

Yours sincerely



Zena Kee
Pensions Manager