

# Your Pension Service

## Member - Personal Details Form (PLEASE COMPLETE IN BLACK INK)

|                                |  |
|--------------------------------|--|
| <b>NAME</b>                    |  |
| <b>NI NUMBER</b>               |  |
| <b>EMPLOYER</b>                |  |
| <b>RETIREMENT DATE</b>         |  |
| <b>ADDRESS</b>                 |  |
| <b>POSTCODE</b>                |  |
| <b>TELEPHONE NO</b>            |  |
| <b>PERSONAL EMAIL ADDRESS*</b> |  |

\*Please note that the email address will be used to send details of your retirement benefits, including confirmation once you have retired. Your Pension Service is committed to electronic communications so that we can provide you with the most efficient service possible. The email address entered by you above will be used for further communications with you. If you wish to opt out of electronic communications you must inform us in writing.

Whilst in retirement your pension will grow in line with inflation and you can keep track of your payments, view your payslip, and keep us informed of changes in your personal circumstances by using our My Pension Online Service at [www.yourpensionservice.org.uk](http://www.yourpensionservice.org.uk) Don't forget to update your email address on 'My Pension Online' if you registered with your work email address.

Please forward the certificates or certified copies requested below and tick the box to indicate it is enclosed. **Photocopies of certificates are acceptable.**

| <b>Marital Status</b>         | <b>Please tick</b> | <b>Date of Event</b> | <b>Name of Spouse/ Nominated or Civil Partner</b> | <b>Date of Birth of Spouse/ Nominated or Civil Partner</b> | <b>Certificate Enclosed</b> |
|-------------------------------|--------------------|----------------------|---|--|-----------------------------|
| Unmarried                     |                    |                      |   |  |                             |
| Married                       |                    |                      |   |  |                             |
| Civil Partnership             |                    |                      |   |  |                             |
| Nominated co-habiting Partner |                    |                      |   |  |                             |
| Divorced                      |                    |                      |   |  |                             |
| Widowed/widower               |                    |                      |   |  |                             |

**I also require your own birth certificate.**

**NB** To pay your pension benefits I am required to verify your birth and marital status before any payment can be made. If you do not send the birth certificate of you spouse/civil partner/cohabiting partner this will not delay your pension benefits however this would be required prior to any dependant's benefits being paid.

**Payment of Pension**

Your pension will only be paid to a Bank/Building Society/or National Giro Bank Account.

**You pension can NOT be paid into a Post Office account or by means of a cheque to your home address.**

If you are not sure of the full details required, e.g. type of account, or bank sort code, etc, please check with your bank/building society. Before completing the details below, please note that the account provided must be in your name, or a joint account in which you are joint account holder.

|   |  |  |  |  |  |  |                |  |  |  |  |  |  |
|---|--|--|--|--|--|--|----------------|--|--|--|--|--|--|
| Name of Bank/Building Society/Nat.Giro Bank |  |  |  |  |  |  |                |  |  |  |  |  |  |
| Address                                     |  |  |  |  |  |  |                |  |  |  |  |  |  |
| Bank Sort Code                              |  |  |  |  |  |  | Account Number |  |  |  |  |  |  |
| Building Soc Roll No                        |  |  |  |  |  |  |                |  |  |  |  |  |  |
| Name of Account Holder:                     |  |  |  |  |  |  |                |  |  |  |  |  |  |

**Payment of Lump Sum**

If you are receiving a lump sum and would like it paid into a different account to that above, please tick the box below and provide the details on a separate sheet (this account must also be in your name, or a joint account in which you are a joint account holder).

**Data Protection Act 1998**

All data held is for the purpose of administering the pension scheme and paying pension benefits. The administrators have a legal obligation and a legitimate interest under the Data Protection Act 1998 in processing data as a result of your membership of the scheme. This may include passing such data to the actuary, administrators, auditors, insurers, lawyers and such other third parties as may be necessary for the operation of the scheme.

Lancashire County Council is the data controller under the Data Protection Act for the Lancashire County Pension Fund. Cumbria County Council is the data controller for the Cumbria County Pension Fund.

**National Data Matching**

The County Council is under a duty to protect the public funds it administers. The information you have provided on this form may be used for the prevention and detection of fraud. We may also share this information with other bodies responsible for auditing or administering public funds for these purposes. For further information please see the retired member section of our website or contact the Pensions Helpdesk.

Signed .....

Date .....