

Employee Leaver Form, Guidance Notes and Employer Estimate Form

Dear Employer

Please click [here](#) for the revised Employee Leaver Form which has been updated to take account of the new financial year from April 2016. Also available [here](#) are revised guidance notes for completing the leaver form which you may find useful.

There are a few changes to the form which I would like to make you aware of:

- **Date of leaving / opt out.** Where the member has not left the post but has opted out of the LGPS you will need to put the date the member left the scheme in this field. We have amended this field which previously was 'Date Left'. In some cases when the member had opted out this field had been left blank but this meant the ERPF did not know the date the member left the LGPS and this is needed for our records.
- **Contractual Hours for the Final Year.** This field should be completed in **all** cases and has been moved to the top of the third page of the leaver form. Where a member has more than one employment this field can assist the ERPF in identifying the correct record to make a leaver, so will now need completing regardless of the date the member joined the LGPS.
- **Contracted Out Earnings.** As contracted out ended on 5 April 2016 you will not provide a figure for any earnings from 6 April 2016.
- **Additional Contributions.** This section has been moved to be directly under the main contribution details. Employers must ensure these fields are completed for anyone who has paid additional contributions as either Added Years, ARCs or APCs in the current or previous year. Additional contributions must **not** be added to the BASIC pension contributions amount.

The ERPF has also reviewed the procedure and made an **important change for all employers to consider. This is detailed below. Please ensure this information is shared with all relevant parties and where necessary your own internal procedures are reviewed.**

Recently the ERPF has seen an increase both in the number of employers and the number of payroll providers who are responsible for completing leaver forms. Often employers are reviewing their payroll service and this means that payroll providers can change on an annual basis. This can prove to be an issue when the current payroll provider is completing a leaver form; in that the current payroll provider does not hold a full year's pay information to fully complete the form. As a result the ERPF often receive 'part completed' forms when a member leaves employment.

Historically the ERPF have made contact with the previous payroll provider on the Scheme Employers behalf, to try to obtain the missing pay information so that the form can be fully completed. However it is becoming increasingly difficult for the ERPF to obtain the missing information from the previous payroll provider.

Therefore with immediate effect the ERPF **will not accept any part completed leaver forms.** As a Scheme Employer you will need to ensure that when a leaver form is submitted that it is fully completed with all the relevant payroll information and as such you may need to review your own procedures. Any leaver forms which are received with missing information will be returned to the Scheme Employer (not the current payroll provider) and as it is a Scheme Employers responsibility to ensure information submitted to the pension fund is accurate, complete and compliant with Fund requirements.

Finally please click [here](#) for the revised Employer Estimate Request form, which has also been updated for the new financial year.

All the forms in this bulletin are available [here](#) on the Employer page of the ERPF website

Kind regards,

Liz Vollans

Liz Vollans

Principal Pensions officer

East Riding Pension Fund

Tel: 01482 394175

www.erpf.org.uk

liz.vollans@eastriding.gov.uk