

Buying Lost Pension - Application for Additional Pension Contribution (APC)

Please complete this form in block capitals and in black ink.

If you have taken authorised unpaid leave (not including additional maternity or similar family leave) you would have paid contributions for the first 30 days of your absence. Therefore, you will not have lost any pension unless your absence lasted more than 30 days.

If you have taken unpaid child-related leave, authorised absence (e.g. career break) or absence due to a trade dispute and wish to pay Additional Pension Contributions (APCs) to cover the lost pension, please ask your employer to calculate the amount of pensionable pay that you have lost. Use this value to calculate the cost using the APC calculator on our website www.nilgosc.org.uk. You will then be able to print a pre-populated application form using the details from your quotation. If you don't have access to a computer you can complete Part A & B of this form and send it to your employer's payroll department.

PART A - Personal Details - to be completed by the member

Surname:

First Name:

Home Address:

Postcode:

Pension Reference Number(s):

National Insurance Number:

Date of Birth:

Telephone Number:

Employer:

Email Address:

PART B - Details of Election - to be completed by the member

Reason for absence (please tick):

Section of the Scheme during absence (please tick):

 Child-related Main section Other authorised absence 50/50 section Trade Dispute

Dates of absence

From

To

Additional pension I would like to buy: £ per year

You can get this figure from the **Results** section of the **Lost Pension Calculator** on our website. Once you input your details this figure will be shown under the heading **Annual pension lost during absence**.

I would like to pay by monthly instalments: £ per month/week
(Please delete as appropriate).

I would like to pay over a period of: year(s)

OR

I would like to pay by a lump sum payment:

The additional lump sum payment is: £ lump sum

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I would like for the lump sum to be deducted from my next salary payment (this will only be possible if your salary is large enough to cover the full cost of the APC)

I would like to be invoiced for the full amount

Signature:

Date:

Please send this form along with your quotation to your employer. Your employer will complete Part C and forward your application to NILGOSC.

PART C - This section to be completed by the employer

Employee Name:

Pension Reference Number:

This APC election relates to an authorised unpaid absence or absence due to a trade dispute.

Dates of absence From

To

I confirm that the correct amount of lost pension has been used and I have verified the figures in Part B. I also confirm that the application is to be treated as:

Shared Cost APC (1/3rd employee, 2/3rd employer)

The employer's contribution amount will be: £ per month/week or by lump sum (Please delete as appropriate).

Whole Cost Employee APC (election made outside 30 days of return to work or absence due to a trade dispute)

I also confirm that at the time of absence the member was in the section of the Scheme (please delete as appropriate).

I certify that the above information is correct:

Employer:

Signed:

Name of signatory:

Date:

Contact number:

Contact email address: