



# Advance Notification of Retirement Form

This form should be completed by HR/Payroll when you are notified that a member of NYPF is retiring. NYPF would expect to receive this completed form at least 2 weeks before the member retires (or earlier). Upon receipt NYPF will issue a retirement quotation to the member.

## Section A: Details of scheme member (to be completed by HR)

Surname: ..... Forenames: .....

Address & post code: .....

Date of birth: ..... Work telephone no. ....

Work email address: ..... Home telephone/mobile no. ....

Home email address: ..... Payroll reference: .....

National Insurance number: ..... Post title: .....

Post number: .....

Marital status:      Single      Married      Civil Partnership      Separated      Divorced      Widowed  
(please tick)

## Section B: Type of Retirement (to be completed by HR)

### Date of retirement:

Date of leaving: .....

### Type of retirement

Retirement (over age 55)

Employer consent early retirement (over age 55 - enclose copy of authorisation and details of the level of benefits to be paid)

Redundancy (over age 55 - enclose copy of authorisation)

Efficiency Retirement (over age 55 - enclose copy of authorisation)

Flexible retirement (over age 55 - enclose copy of authorisation)

Ill health retirement (any age - the Ill health certificate of permanent incapacity must be attached **and** a covering letter confirming the employer's agreement)

Employer: .....

Completed by: ..... Date: .....

Telephone number: ..... Email address: .....

## Section B Continued: Type of Retirement (to be completed by HR)

Once you have completed section A and B fully, forward this form to your payroll team for the pensionable pay figures to be completed in Section C – the payroll team will then need to send the form to the Pensions Section.

Authorised by: ..... Date: .....

The person authorising the form must be an authorised signatory. NYPF will return any forms not authorised by staff on your 'authorised signatory list'.

## Section C: Post and pay details (to be completed by the Payroll Section)

Name: ..... NI Number: ..... Date of leaving (see Section B): .....

Post Number: ..... Hours per week: .....

### Final salary (2008) definition for calculation of pre 1 April 2014 benefits

Before completing this section please see the notes below on absences relevant for this section and the adjustment to be made if an absence has occurred and an APC contract has NOT been taken out.

### Pay period used to calculate final pay

From: ..... To (date of leaving): .....

Actual final pensionable pay £ .....

Whole time equivalent final pensionable pay £ .....

If the member is contracted to work less than 52 weeks per year please give the pay for the number of weeks contracted to work.

### Additional Voluntary Contributions (AVCs)

Date final contributions to be sent to the Prudential .....

Final amount of AVCs to be paid to Prudential £ .....

Total amount of AVCs which will have been paid since last 1 April £ .....

### For Tier 1 & Tier 2 Ill Health Retirement Cases Only - pensionable pay to be used in calculation of career average benefits and enhancements for ill health retirement

Final Year (365 days) From ..... To (date of retirement) .....

\*Hours due to work at date of retirement ..... (used in Assumed Pensionable Pay calculation)

\*(For part time members please show as a fraction of their full time equivalent hours)

Assumed Pensionable Pay (APP) as at the date of retirement .....

(based on hours due to work as at date of retirement)

### Absence - whether an Additional Pension Contribution contract has been taken out

Has the member had a period of absence during the final year? Yes No

If yes, and an Additional Pension Contribution contract was not taken out to cover the unpaid leave period, the pensionable pay for the period of unpaid leave should be excluded from both the 'Actual final pensionable pay' and the 'Whole time equivalent final pensionable pay'. However the figures should then be updated to 365 days by taking the number of remaining days for the final year and multiplying by 365. E.g. for 2 days unpaid leave - divide by 363 and multiply by 365.

**Section C continued: Post and pay details (to be completed by the Payroll Section)**

**Career average (2014) definition for the calculation of career average benefits from 1 April 2014.**

If an absence relevant for this section HAS occurred the figure required will be the total of the Pensionable Pay PLUS the Assumed Pensionable Pay which is known as the Cumulative Pensionable Pay. If an absence relevant for this section has NOT occurred the figure required will be the Pensionable Pay ONLY.

Name: ..... National Insurance number: .....

**If date of leaving/retirement is BEFORE 1 April 2019**

**Final Year** (Period from 1 April 2018 onwards)

From (not before 1/4/2018) ..... To (date of leaving -  
no later than 31/3/2019) .....

**Pensionable Pay (PP)** in final year from 1 April 2018 (to no later than 31/3/2019) £ .....

**If date of leaving/retirement is AFTER 31 March 2019**

**Previous Care Year from 1/4/2018 to 31/03/2019**

**Pensionable Pay (PP)** in previous CARE year from 1/4/2018 to 31/3/2019 £ .....

**Final Year** (Period from 1 April 2019 onwards only)

From (not before 1/4/2019) ..... To (date of leaving) .....

**Pensionable Pay (PP)** in final year from 1 April 2019 onwards £ .....

**Absence** - Has the member had a period of absence since 1 April in the 'CARE year' in which the date of leaving occurs? **Yes** **No**

If yes, please provide details of the period of absence and the assumed pensionable pay which needs to be added below to give the total Cumulative Pensionable Pay.

**Type of absence** (delete as appropriate): Child Related on REDUCED pay/Authorised on REDUCED pay/Sickness on REDUCED pay **and** NIL pay/Reserve Forces Leave.

From: ..... To: .....

**Assumed Pensionable Pay (APP)** for this period £ .....

**Cumulative Pensionable Pay (CPP)** £ .....

(This is the **TOTAL** pensionable pay in the final year to be used in the calculation of career average benefits = Pensionable Pay **PLUS** Assumed Pensionable Pay)

**Section C continued: Post and pay details (to be completed by the Payroll Section)**

Name: ..... National Insurance number: .....

**Main Section or 50/50?**

Has the member had a period of 50/50 membership during the final year? \*Yes No

\*If no, there is no need to complete either section below. If yes, please complete both sections below

Signed: ..... Date: .....

**Main Section (CPP1)** Period during which main section (100%) contributions paid

From: ..... To: .....

Cumulative Pensionable Pay (CPP) for this period £ .....

**50/50 Section (CPP2)** Period during which 50/50 (50%) contributions paid

From: ..... To: .....

Cumulative Pensionable Pay (CPP) for this period £ .....

Completed by: ..... Date: .....

Authorised by: ..... Date: .....

**The person authorising the form must be an authorised signatory. NYPF will return any forms not authorised by staff on your 'authorised signatory list'. The fully completed and authorised form should be sent to the Pensions Section at:**

Pensions Section  
Central Services  
North Yorkshire County Council  
County Hall  
Northallerton  
DL7 8AL

Telephone (01609) 536335  
Email: [pensions@northyorks.gov.uk](mailto:pensions@northyorks.gov.uk)