

# Buying Pension Lost Due to Absence

Before using the online calculator to obtain a quote for buying back lost pension you must first obtain a written statement from your employer. Please complete Section 1. Your employer is required to provide the information requested in Sections 2 and 3 to enable you to complete the online form.

Please print this form and complete in **BLOCK CAPITALS** using **BLACK INK**

## SECTION 1 To be completed by the scheme member

National Insurance Number           Title

Surname  Forename(s)

Employer  Payroll Ref.

Period of absence: from  to

Reason for Absence:

When you have completed Section 1, please forward this form to your payroll department who will supply the relevant information to enable you to obtain a quote using the online calculator.

*Please note: if you wish to buy back lost pension resulting from leave of absence (other than due to trade dispute), your employer will meet 2/3rds of the cost provided you make an election to do so within **30 days** of returning to work after the period of absence. If you make an election after 30 days you can still buy back the amount of lost pension but it will be at whole cost to you (unless your employer chooses to contribute towards the cost).*

**Buying back lost pension following a trade dispute would be at full cost to you.**

## SECTION 2 For completion by the employer

Confirmation of Period of absence: from  to

Confirmation of Reason for Absence:

Total assumed pensionable pay lost during period of absence £

Section of Scheme: Main Section  50/50 Section

## SECTION 3 Declaration by the employer

Name

Organisation

Position in Organisation

Signed  Date

Once completed please pass this form back to the scheme member.

## DATA PROTECTION