Application to leave the NHS Pension Scheme (SD502)

Opting Out - Important Information

The benefits payable from the NHS Pension Scheme are valuable and anyone considering opting out of the Scheme should think very carefully before making such an important decision. Before you decide, please look at the member information on our website at: www.nhsbsa.nhs.uk/Pensions, especially the Scheme Guide and the Leaving Early and Transferring Out booklets.

Some general points to help you decide

- As a Scheme member you pay a contribution based on your pensionable pay. Your NHS employer also contributes 14% of your salary towards your pension.
- Contributions are deducted before tax so you receive tax relief on any amount you pay.
- Currently you may also pay a lower rate of National Insurance which may reduce the amount you pay.
- There is a calculator on the NHSBSA website which you can use to see some of the impacts of opting out.
- Unless you are absent from duty for any reason you may apply to join or re-join the Scheme at any time subject to Scheme rules.

Benefits you will be giving up if you opt out of the NHS Pension Scheme

- Your right to any further benefits from the Scheme in this employment.
- A pension payable for life fully guaranteed by the Government.
- If you are a member of the 1995 Section you will also get a retirement lump sum. This is usually tax free.
- The option of giving up some of your pension to get a bigger lump sum. You will receive £12 of lump sum for every £1 of pension you give up. This is usually tax free.
- Enhanced ill health retirement benefits if you become too ill to work.
- Life assurance cover (a lump sum payment) and family benefits if you die – pension benefits for your dependants, including children.

Think Carefully!

Deciding to opt out of your employer’s occupational pension scheme is a major financial decision. If you are in any doubt about which pension arrangement will be best for you, you may wish to seek independent financial advice. Before you ask for advice, make sure you know which type of financial adviser you are dealing with. Most financial advisers will charge for their advice. The Scheme Guide available on the NHSBSA website may be able to help you find local independent financial advice, please refer to the help and general information section of the booklet.

Completing the form

If, after reading all the relevant information, you decide that you want to opt out of the NHS Pension Scheme please complete Part 1 and send it with Part 2 to the Payroll Department at your place of work. It is important that this form reaches them as soon as possible to enable them to update your details and cease the deduction of contributions. Your employer will complete Part 2 and send the details to us. If you work for more than one NHS employer you will need to complete a separate form for each employer. This form cannot be signed until after you have joined the NHS Pension Scheme.

Data Protection Act 1998. NHS Pensions will use any information you provide in connection with the NHS Pension Scheme to administer and operate the scheme and pay benefits under it. This may include passing details to third parties that are involved in the administration and operation of the scheme. The Department of Health (DH) may also use your data for administrative purposes in line with its data protection notification. In order to fulfil its duty to protect public money, DH may use information it holds to prevent and detect fraud. It may also share information with other organisations that handle public funds. If there is any difference between the legislation governing the NHS Pension Scheme and the information in this leaflet, the legislation will apply.
Application to leave the NHS Pension Scheme (SD502) - Part 1

If you want to opt out of pension saving, fill in Part 1 of this form, keep a copy and send both parts to the Payroll Department at your employer - they will complete Part 2 and submit the details to us.

Notes
• When the Payroll Department at your employer gets this form they will stop taking pension contributions from the first day of the next pay period.
• This is NOT an application form for a refund of contributions – you will need to complete claim form RF12.
• Please read the Leaving Early and Transferring Out booklet and the Scheme Guide on the NHSBSA website at: www.nhsbsa.nhs.uk/pensions, or you can ask your employer to download you a copy.

Please use CAPITAL letters using black ink

Title  (e.g. Mr, Mrs, Miss, Dr)  
Surname  
Former surname (If applicable)  
Other names  
Date of birth  
National Insurance Number  
Job  
Employers name  
Post code  
Address  
Email address  
Gender  
Male  Female  
Payroll number  
Is this your first job in the NHS?  
Yes  No  
Is this the first time you have chosen to leave or not join the NHS Pension Scheme?  
Yes  No  
Reason for leaving the Scheme:  
☐ Annual Allowance/Lifetime Allowance  ☐ In receipt of a fixed or enhanced protection certificate
☐ Contributing to another pension scheme  ☐ Financial reasons
☐ Other  ☐ Would prefer not to say

Declaration - continued over page

• I have read the information that comes with this form and the Scheme Guide to the NHS Pension Scheme.
• I understand that I am giving up my rights to any further benefits from the Scheme in this employment.
• I understand that unless I am absent from duty for any reason I may apply to join or re-join the Scheme at any time subject to the scheme rules.
• I understand that either my employer or NHSBSA will retain this form for it's records.
2.1 When was the member enrolled? (Please confirm date):

2.2 Did you receive the SD502 form within the opt out period for a local refund to be paid?  (See General Guide for completion of Form SD502 available on the NHS Pension website).

Yes – Please refund any contributions locally for this period of membership.

No – NHS Pensions will pay a refund of contribution, if eligible, on receipt of form RF12.

2.3 Please complete the employment details:

EA/GP code                     The SD number if you know it

Job capacity code

Whole time                      Part time

Pay band

Last day of Scheme membership

Signed Date

EA Stamp

If you use ESR process the details on ESR and retain the SD502 form.

If you do not use ESR send this form to NHS Pensions, 200-220 Broadway, Fleetwood, Lancashire, FY7 8LG IMMEDIATELY.