

Worcestershire Pension Fund
Employer notification of changes relating to pensionable employment

Form completed by employer:	
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Employee surname:	
First names:	
Pay number:	
NI number:	

Hour change from:		to:		Effective from:	
Term-time factor change from:		to:		Effective from:	

Change of surname to:	
Reason for change:	

Contribution rate change to:		%	Other changes:	
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Maternity/Adoption/Paternity Leave:

Paid leave from:		to:		Return to work date:	
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Lost pension has been paid for via an APC for the period of unpaid maternity leave (*please tick one box below as appropriate and if YES please provide a copy of the APC application form*)

Yes		No	
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Please tick one box below as appropriate:

Unpaid leave authorised		Unpaid leave unauthorised	
Unpaid leave from:		To:	

Lost pension has been paid for via an APC for the period of unpaid leave (*tick one box below as appropriate and if YES please provide a copy of the APC application form*)

Yes		No	
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Change of address to:	
Postcode	

Form completed by:

Name:	
Signed:	
Date:	
Phone/email:	

Complete and return to: Pensions Service Worcestershire County Council, County Hall, Spetchley Road, Worcester, WR5 2NP. Or pensions@worcestershire.gov.uk

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<https://www.worcestershirepensionfund.org.uk/privacy-notice>