

# Local Government Pension Scheme Bulletin



## **Issue 4**

**3<sup>rd</sup> March 2022**

## **Changes to New Scheme Joiners Process**

I am writing to you to advise of a change in process effective from 1<sup>st</sup> April 2022. From that date, you will no longer be required to provide the scheme 'membership forms' to your new starters when sending an auto enrolment letter to advise them of their membership of the LGPS (typically you will use Letter F for your members).

The auto enrolment letters [are available online](#) and will be updated by 1<sup>st</sup> April 2022. References to the membership forms have been removed. The letters also include pension contribution banding information for the 2022/23 tax year.

Instead of completing a membership form, members will be directed online to register for [a Member Self-Service account](#). The account provides a 'New to the Scheme' section where they can read a scheme guide, plus find a Transfer Form and a Death Grant Expression of Wish Form. Scheme members who do not have access to the internet will be offered a paper alternative.

## **Questions and queries**

If you require any further information on this change, please contact Stuart Wells on (0116) 305 6944 or [stuart.wells@leics.gov.uk](mailto:stuart.wells@leics.gov.uk).

Regards,  
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