

Transfer In enquiry form

PLEASE COMPLETE THE FORM IN BLOCK CAPITALS AND BLACK INK
(Last updated 10/04/2019)

This form is only to be used to request an estimate of a transfer-in value. When you receive your transfer estimate you will also receive a form, usually supplied by your previous pension arrangement, to allow you to make a formal application. Please read the attached guidance notes prior to completing this form.

I wish to enquire about transferring benefits from another pension arrangement

Full Name		Title	
Home Address			
		Postcode	
Social Security Number		Date of Birth	
National Insurance Number*		Telephone number	
Email Address			
Name of previous Pension Arrangement			
		Reference number	If known
Name and Address of administrator of previous pension arrangement			
		Post Code	
Date Left previous pension arrangement		Only complete this section if your previous pension arrangement was an occupational pension scheme.	

*** Please Note:** If you are considering transferring from a UK based pension arrangement it may help the administrator of that arrangement to trace your benefits if they have your UK National Insurance Number. This is not the same as a Jersey Social Security Number (which begins with the letters 'JY'). You should also include any other information you consider relevant to your request with your enquiry form.

I hereby authorise the administrator of the previous pension arrangement to release all relevant information regarding my benefits in that arrangement in the first instance to the Treasury and Exchequer as Administrator of all public employees' pension schemes and where required, the Actuaries to those scheme.

Employee's Signature

Date

It is recommended that you seek independent financial advice about any transfer.

Once completed please return this form to: Public Employees Pension Team, Treasury and Exchequer,
PO Box 353, 19-21 Broad Street, St Helier, Jersey, JE2 3RR

Privacy Notice

This Privacy Notice is issued by the Management Board, the Committee of Management and the Public Employees Pension Team in its capacity as Administrator of the Jersey Teachers Superannuation Fund ("**JTSF**") and the Public Employees Pension Fund ("**PEPF**"), (together, the "**Schemes**"), as controllers of your personal data.

This notice sets out how your personal data is processed in order to provide you with certain public services and to meet our statutory obligations, in accordance with the Data Protection (Jersey) Law 2018 and the Data Protection Authority (Jersey) Law 2018.

We explain below what personal data we collect, how we will hold your personal data and what your rights are in relation to that data.

We may collect the following personal data:

- your name;
- your address and contact details;
- your date of birth; and
- details regarding your employment with the Government of Jersey, such as your department and job role.

We may also collect certain special category personal data, including details regarding your health (although this will be in limited circumstances, for example, if you make an application for an ill health pension).

This data is either collected directly from you when we request it, when you provide such data when requesting our services, or from other Government of Jersey departments, such as your employer.

We collect your personal data in order to:

- carry out any service you have requested of us;
- monitor and improve the performance of the Schemes;
- ensure that we meet our legal obligations;
- prevent and detect fraud and financial crime;
- process financial transactions including grants or payment of benefits;
- allow the statistical analysis of data so we can plan the provision of services;
- where necessary, allow us to comply with our law enforcement functions; and/or
- to protect individuals from harm or injury.

We do not use any automated decision making as part of our processing of your data.

We will endeavour to keep your information accurate and up to date, however, if you are aware that the data that we hold in respect of you is incorrect, please advise us as soon as possible by contacting the Data Protection Officer (DPO). Details for the DPO can be located at the bottom of this Privacy Notice.

We will only keep your personal data for as long as it is necessary. Once your personal data is no longer required, we will endeavour to destroy any personal data which we hold in respect of you. However, we may have a legal obligation to continue to hold some aspects of your personal data.

We will not pass any personal data on to anyone outside of the Government of Jersey, other than those who either process information on our behalf, or because it is necessary to do so as per our legal obligations. Where we are required to transfer your personal data, we will only do so once we have sufficient security measures in place with the recipient to protect your personal data. We do not process your information outside the UK or European Economic Area, which includes using web services that are hosted outside of those jurisdictions. At no time will your information be passed to organisations for marketing or sales purposes or for any commercial use without your prior express consent.

The information you supply may be shared with:

- your employer;
- the Comptroller of Taxes for the Government of Jersey;
- the Social Security Department;
- Government of Jersey Human Resources Department;
- the Law Officers Department;
- the Treasury and Exchequer;
- the Government of Jersey Internal Auditor;
- the Committee of Management (the governing body of the PEPF);
- the Management Board (the governing body of the JTSF);
- Aon Hewitt Ltd (the Schemes' Actuary and the Employer's Actuary for the JTSF and the PEPF)
- Carey Olsen (the legal advisors to the Committee of Management and Management Board);
- Price Waterhouse Coopers (the external auditors to the JTSF and PEPF); and
- Her Majesty's Revenue and Customs (HMRC), where required.

Your data may also be shared with the UK National Fraud Initiative for the purposes of protecting the Schemes by picking up cases of fraudulent claims. It will not be processed further unless permitted under a condition as outlined in the Data Protection (Jersey) Law 2018.

You are entitled to ask us to:

- stop processing your information or request that the processing of your personal data is restricted;
- to correct or amend your information;
- provide a copy of the information we hold about you;
- erase your personal data; and
- withdraw your consent to the processing of your information (where consent has been provided previously).

Please note that we may not be able to provide you with certain services where you request any restrictions to our processing of your personal data. We may not be able to fully erase your personal data, where our legal obligations prevent us from doing so.

In order to exercise any of the rights you are entitled to as outlined above, or if you wish to submit a complaint about the way your information is being used, you can contact the DPO at dataprotection2018@gov.je.

Alternatively, you are entitled to complain to the Jersey Office of the Information Commissioner by emailing enquiries@dataci.org.

Enquiry Form to obtain a Transfer Estimate

Guidance Notes

This note is a summary of the process for transferring your benefits from a previous employer's pension scheme or personal pension in to the final salary schemes (the Public Employees Contributory Retirement Scheme (PECRS) or the Jersey Teachers Superannuation Fund (JTSF)) or into the Career Average Scheme (the Public Employees Pension Scheme (PEPS)).

Before considering transferring any benefits we recommend you seek independent financial advice on any proposed transfer, to help you understand the implications of transferring from your previous pension arrangement and what it means for you.

What is a transfer of benefits?

A transfer of benefits involves the payment of a sum of money (a transfer value) from a previous pension arrangement in which you participated (usually a pension scheme of a previous employer or a personal pension) to one of the public employee's pension schemes. The effect of the transfer is that your benefit entitlements in the previous arrangements become additional pensionable and qualifying service in the final salary schemes or an additional cash amount of pension in the Career Average Scheme. If you are transferring your benefits from a UK public service pension scheme you can transfer your benefits through the Public Sector Transfer Club (the Club).

How do I transfer?

To begin the transfer process you will need to request an estimate of the transfer value of your benefits in your previous pension arrangement. To request an estimate you will need to complete the attached form and return it to the Pensions team using the address on the form.

Please note: To be able to take advantage of transferring under the Club rules the Pensions Team must receive in writing, and within 12 months of you becoming eligible to join or re-join your scheme, confirmation that you wish to proceed with your Club transfer.

If you are not transferring your pension through the Club you can confirm that you wish to proceed with your transfer at any time after joining your scheme.

Your transfer estimate will not be binding until you have been supplied with full details of the amount of added years and days or additional pension the transfer payment will buy and you have confirmed in writing that you wish to the transfer to proceed. Transfer quotations provided by a former pension provider are generally guaranteed for 3 months.

In exceptional circumstances, such as an error in calculation, the quoted transfer amount may have to be revisited (increased or reduced). If this happens, you and your new scheme or arrangement will be informed in writing and you will then have 3 months, from the date of the recalculation notification, in which to apply for the revised transfer value quotation to be paid.

If you leave the scheme after confirming your wish to proceed with a transfer and the transfer payment is received after you have left, the transfer request will be honoured. Any pension in payment or deferment will be amended to take account of the additional service brought in through the transfer after leaving the scheme.

Where can I transfer pension benefits from?

A UK public service pension scheme, such as

- Teachers' Pension Scheme
- Local Government Pension Scheme (LGPS)
- Principle Civil Service Pension Scheme (PCSPS)
- Fire fighters pension scheme
- Police Pension scheme
- NHS Pension Scheme

A previous employer's pension scheme

A personal pension plan

A transfer in has to either come from a pension scheme established in Jersey and approved under Article 131 of the Income Tax (Jersey) Law 1961 or from an equivalent scheme established outside of Jersey as allowed under Article 131CG of the Income Tax (Jersey) Law 1961.

What is the Public Sector Transfer Club?

The JTSF, PECRS and PEPS are all members of the Public Sector Transfer Club. The Club is a network of around 120 salary related occupational pension schemes, not all of which are based in the public sector as the name might suggest. Examples of Club schemes include the Teachers' Pension Scheme, National Health Service Pension Scheme, UK Local Government Pension Scheme and the Principal Civil Service Pension Scheme. An Administrator in the Pensions Team can advise you whether your previous pension arrangement is a member of the Club.

Transferring your pension rights from a UK Public Sector Pension scheme where Club Transfer Rules apply

To ensure that your benefits are transferred under the Club rules the Pensions Team must, within 12 months of you becoming eligible to join or re-join your scheme, receive in writing confirmation that you want to proceed with your Club transfer. If you have not confirmed within the 12 month time limit that you wish to proceed with the transfer-in, then your benefits can only be transferred in on a non-Club basis and you could receive a lesser amount of added years and days or additional pension as a consequence.

As of the 1st April 2015 the Club Rules changed to take account of the changes to UK Public Sector Schemes which changed from Final Salary Schemes to Career Average Revalued Earnings (CARE) Schemes.

The Club, as from 1st April 2015, is split into the Inner Club and the Outer Club. The Inner Club refers to transfers of Career Average Revalued Earnings (CARE) Scheme benefit between Public Sector schemes which have CARE benefits. The Outer Club refers to transfers of Final Salary benefits between Club schemes that operate on a Final Salary basis.

Under the Club rules, only transfers from UK public service pension schemes which include a final salary element (membership built up in a UK final salary scheme which in most cases is membership up to 31 March 2015) will be transferred through the Club into the JTSF and PECRS. CARE benefits can only be transferred in to the Government of Jersey's only Career Average Scheme, the PEPS.

When you request a transfer of benefits through the Club, your previous pension arrangement would normally allow a transfer of benefits to be made until the date at which you would have reached the Normal Pension Age (NPA) as stated in your previous pension arrangement. If you were to transfer both final salary (outer Club) and CARE benefits (inner Club), the NPA in question will be that which applies to each element of the Club transfer. For example, you could have an NPA of 60 under the final salary scheme and 67 under the CARE scheme.

The Inner Club refers to transfers of CARE Scheme benefit between Public Sector Schemes that operate on a CARE basis. If you transfer in CARE benefits under the Public Sector Transfer Club rules, the PEPS will undertake to revalue those transferred in benefits in accordance with PSTC rules. Where CARE benefits transferred from a scheme with a revaluation rate linked to the UK Consumer Prices Index those benefits will be revalued by a revaluation rate linked to Jersey RPI whilst in PEPS.

Transferring Scheme	Revaluation rate in transferring Scheme	Revaluation rate to be applied for CARE benefits into PEPS
Local Government Pension Scheme	UK CPI	Jersey RPI
Principle Civil Service Pension Scheme	UK CPI	Jersey RPI
Police Pension Scheme	UK CPI + 1.25%	Jersey RPI + 1.25%
NHS Pension Scheme	UK CPI + 1.5%	Jersey RPI + 1.5%
Teachers' Pension Scheme	UK CPI + 1.6%	Jersey RPI + 1.6%

If you are transferring in from the Firefighters Pension Scheme in the UK you will need to contact the DPU if you wish to discuss the revaluation rate to be applied for the CARE benefits you would be transferring into the PEPS.

If you have a break of more than 5 years between leaving your previous scheme and joining your Government of Jersey pension scheme your transfer may not be dealt with under Club rules.

Please note: Schemes that only provide benefits based on CARE will not be part of the Club as the primary purpose of the Club is to retain the final salary linkage of transferred benefits, which does not apply in a CARE scheme.

If you have pension rights from a personal pension scheme or a previous occupational pension scheme which is not part of the Public Sector Transfer Club

If you opt to transfer pension rights from a personal pension scheme or a previous occupation pension scheme then a sum of money called a Cash Equivalent Transfer Value is offered to buy an amount of added years and days which is added to your pensionable and qualifying service.

Does it make sense to transfer in to a Government of Jersey public employees' pension scheme?

You will need to carefully consider whether to transfer-in or not, as a transfer-in may not always be advantageous. For example, you should compare the benefits of the Government of Jersey pension scheme of which you are a member against the value of the package of benefits your previous pension scheme provides i.e. when the pension is normally payable from (your Normal Pension Age), the ability to retire and draw benefits earlier than Normal Pension Age, death and survivor benefits, etc.

Three important points should be borne in mind:

- If you have previously take a lump sum from the benefits that you are considering transferring in, under the Income Tax (Jersey) Law 1961 (as amended), you will not be able to take a further lump sum on those benefits. You will only be entitled to a lump sum based on the pension accrued in the Government of Jersey Pension Scheme of which you are a member.
- The PEPS is a Career Average scheme which means that the additional pension that arises from your transfer of benefits will be revalued in service every year by Jersey RPI+1% (subject to the Scheme's ability to pay).
- The pension that is attributable to your Transfer-In will not be subject to a refund of contributions if that pension was transferred in through the UK Public Sector Transfer Club and was built over a period of more than 2 years.

Transfers from public sector schemes are treated differently if transferred in under Club transfer rules - see "**Transferring your pension rights from a UK Public Sector Pension scheme where Club Transfer Rules apply**" above for more information on this type of transfer.

Transferring your pension rights is not always an easy decision to make, and you may wish to seek the help of an independent financial adviser.

If I transfer in final salary benefits, will I be given one added year of pensionable service in JTSF or PECRS for every year of service in my previous final salary pension arrangement?

It would be very unusual if you were granted a year for year credit and indeed it may well be the case that you would be granted a smaller number of added years in JTSF or PECRS. A fuller explanation will be given to you with your transfer estimate.

How long does the transfer process take?

You should bear in mind that there may be a slight delay before an estimate can be provided of what the transfer in may purchase. Typically this is due to a delay in receiving an estimate of the transfer value from your previous pension provider which may take between 3 and 6 months before details are available.

Please note: There can be a considerable delay in obtaining an estimate from certain organisations so you are advised to act promptly in requesting the Pensions Team to obtain an estimate on your behalf

Are there any restriction regarding transferring in pension from another provider?

- Legislation does not allow a refund of contributions to be paid from your transferred-in service.
- If you take a refund of your contributions you will forfeit your right to any benefits in respect of the transfer-in.

Small Pensions

All pension legislation allows for the conversion of pension benefits in deferment where the total cash value of the benefits does not exceed the current amount of £18,000 and the conversion of pension benefits at retirement and for deferred members aged 60 and above, where the total cash value of those benefits does not currently exceed £30,000, into a one-off lump sum. You should be aware that this option is **not** available to employees who transfer in from another pension provider.

HMRC Qualified Recognised Overseas Pension Scheme (QROPS) status

If you are considering transferring your pension from the UK in to the JTSF, the PECRS or the PEPS the HMRC have allocated a QROPS reference number to all three schemes.

JTSF – 500044

PECRS – 500006

PEPS – 901056

By allocating this number the HMRC are not confirming that it has verified any or all of the information supplied in our notification for QROPS status.

HMRC does not and has never certified, approved, or recommended any overseas pension scheme that contends or believes it has QROPS status. Any suggestion otherwise is incorrect.

HMRC Overseas Transfer Charge

From 9th March 2017, the HMRC introduced an overseas transfer charge (equal to 25% of your transfer value) for transfers from schemes established in the UK to overseas QROPS where the certain conditions are not met.

Your Transfer in to any of the Government of Jersey public employee's pension schemes will not be liable to the overseas transfer charge as you are transferring into an Overseas Public Service Pension Scheme which is in a country within the EEA and you are currently resident in the country where the pension scheme is established.

Change of circumstances

Even though your transfer in will be exempt from the overseas transfer charge there are circumstances, following the payment of the transfer, when the transfer would become liable to the charge. For example:

- If you transfer a pension from a scheme established in the UK and, within 5 full tax years of that transfer being paid by your previous scheme, you become resident in a different country, the HMRC require you to tell your Scheme Administrator (the Pensions Team) within 60 days of the change of residence. If you do not inform the Pensions Team of your change of address your transfer will be liable for the 25% tax charge.
- If you transfer a pension from a scheme established in the UK and, within 5 full tax years of that transfer being paid by your previous scheme, you move to a country outside of the EEA,

leaving your pension in the PECS, JTSF or PEPS, your transfer in would be liable for the 25% tax charge.

In the event that you change your place of residence, resulting in a change to the tax treatment of your overseas pension transfer or onwards pension transfer between overseas pension schemes, the HMRC require you to complete a form called "APSS241" (available on the HMRC website - www.gov.uk). You will then need to send this form to your previous UK scheme administrator, from which your transfer in originates, as well as the PEPT so that they can assess if your transfer is liable for a tax charge.

For information

The HMRC defines a transfer request as being made when a member has made a substantive request to the scheme administrator of their pension scheme on which the scheme administrator is required to take action in relation to the transfer. This means an instruction from the member to transfer £X or X% of their pension funds to a named overseas pension scheme. A casual enquiry is not a transfer request.

The HMRC also define the 5 full tax years as starting from:

- where the transfer is made on 6 April, 5 years from that date;
- where the transfer is made on any other date, the period from that date until the next 5 April plus a further five years from 6 April.

For example, if the transfer is made on 13 June 2017, the relevant period runs until 5 April 2023 (13 June 2017 to 5 April 2018 plus 6 April 2018 to 5 April 2023).

Please note that nothing stated in this document overrides the legislation and where there is a dispute between what is in this document and the legislation, the legislation will prevail.

This information contained in this document is accurate as at the date this document was last updated.