

Address

Dear \*,

**Local Government Pension Scheme** **(LGPS)**

\*Following your request to join the LGPS I can confirm:

\*We have automatically brought you into our occupational pension scheme, the LGPS. I can confirm:

* You have / will become member of the LGPS from \* and contributions will start to be deducted from your \* salary
* We have assessed your contribution rate as \* , please refer to our pension contribution policy.

To find out more detail about the LGPS you can:

* Visit [www.lgpsmember.org](http://www.lgpsmember.org) the national website for members of the scheme, it will provide information about how the LGPS works with
* Visit [www.oxfordshire.gov.uk/lgpsmembersguide](http://www.oxfordshire.gov.uk/lgpsmembersguide) for information about how the Oxfordshire Pension Fund administers the LGPS locally, and in particular the essential brief scheme guide for members.
* Request a paper version of the brief guide to the LGPS from the Pension Services, Oxfordshire Pension Fund.

You should expect to hear from the Oxfordshire Pension Fund within 2 months of your start date. You can contact Pension Services by:

Telephone: 03300 241359 Fax: 01865 783108

E-mail: pension.services@oxfordshire.gov.uk

Letter: Pension Services

 Oxfordshire Pension Fund

 4640 Kingsgate

 Cascade Way

 Oxford Business Park South

 Oxford

 OX4 2SU

\* Employers complete with their own details and links and signature