

## HSC Pension Service Re-joiner Form

### Guidance Notes

This form should be used by those employees who are in current HSC Employment, were previously members of the HSC Pension Scheme and who wish to re-join the scheme.

Employees who have never paid contributions to the HSC Pension Scheme must complete the New Joiner Questionnaire which can be found [here](#).

On page 1 of the form please complete your personal details clearly and in capital letters.

1. If you have previously been a member of the HSC Pension Scheme and retired and are now in receipt of a HSC Pension please provide details of the type of pension you are receiving.
2. If you have previous service in the HSC Pension Scheme please indicate which section/sections of the scheme you contributed to. Some employees may have held dual membership, i.e. 1995 section and 2015 section. If this is the case please tick both boxes.
3. If you previously contributed to an Added Years, Additional Pension or ERRBO Contract you may be able to continue with your previous arrangement if you return to pensionable employment within 12 months of your last contributing day of service.

If appropriate, please indicate which additional benefit contract you were contributing to.

On completion of the form please sign and date and forward to the HR Department of the Organisation/Trust you are employed by.

You will be opted into the Scheme from the date you signed the form. If you delay in sending the form to your HR Department you will be opted into the scheme from the first day of the pay period following receipt of your application.

**Important information:** A person may not re-join this scheme during any period of absence from work for any reason.

#### **Note for Human Resources.**

On receipt of the Re-joiner Form you should stamp the date of receipt and retain a copy on the employees file for your records and forward the form immediately to Payroll Shared Service Centre (PSSC).

Failure to deal promptly with the application can result in arrears of contributions being owed by both employer and employee.