

Title of Guidance	Effective from:		
Individual incoming and outgoing transfers			
Non-club transfers out	CETV Quote issued	Elects inside guarantee period	Elects outside of guarantee period
	Before 29/10/2018	Use guidance dated 8 April 2016 and factors dated 9 March 2017	Use guidance dated 8 April 2016 and the factors issued on 19 November 2018
	Between 29/10/2018 and 18/11/2018	No quotes should have been issued during this period	
	On or after 19/11/2018	Use guidance dated 8 April 2016 and the factors issued on 19 November 2018	
Non Club transfers In – with a 3 month guarantee from the sending scheme	Transfer in credit quotation issued to the member	Elects inside guarantee period and the transfer value is received within 12 months of joining the LGPS	Elects outside of guarantee period or within guarantee period but the transfer value is received after 12 months of joining the LGPS ^[1]
	Before 29/10/2018	Use guidance dated 8 April 2016 and factors dated 9 March 2017	Use new factors issued 8 January 2019
	Between 29/10/2018 and 07/01/2019	No quotes should have been issued during this period	
	On or after 08/01/2019	Use guidance dated 8 April 2016 and the factors issued on 8 January 2019	

^[1] The relevant date for non-club transfers is the date the member joined the LGPS if the transfer value is received within the first year of service, or the date the transfer is received if the transfer value is received after the first year or service.

Non Club transfers in – with no guarantee from the sending scheme	Transfer in credit quotation issued to the member	Election received between 29/10/2018 and 07/01/2019 and the transfer value is received within 12 months of joining the LGPS	Election received on or after 29/10/2018 or between 29/10/2018 and 07/01/2019 but the transfer value is received after 12 months of joining the LGPS ¹
	Before 29/10/2018	Provide with the higher of the transfer credits calculated using the old and new factors.	Use guidance dated 8 April 2016 and the factors issued on 8 January 2019
	Between 29/10/2018 and 07/01/2019	No quotes should have been issued during this period	
	On or after 08/01/2019	N/A	Use guidance dated 8 April 2016 and the factors issued on 8 January 2019
Club transfer out	CETV quote issued	Elects inside guarantee period	Elects outside of guarantee period
	Before 01/04/2019	Use guidance dated 8 April 2016 and factors dated 9 March 2017 plus Club memorandum effective from 1 March 2017	Use guidance dated 8 April 2016 and new factors plus Club memorandum effective from 1 April 2019
	On or after 01/04/2019	Use guidance dated 8 April 2016 and new factors plus Club memorandum effective from 1 April 2019	Use guidance dated 8 April 2016 and new factors plus Club memorandum effective from 1 April 2019
Club transfer in	Transfer in credit quotation issued to member	Elects within guarantee period	Elects outside of guarantee period
	Before 01/04/2019	Use guidance dated 8 April 2016 and factors dated 9 March 2017 plus Club memorandum effective from 1 March 2017	Use guidance dated 8 April 2016 and new factors plus Club memorandum effective from 1 April 2019

	On or after 01/04/2019	Use guidance dated 8 April 2016 and new factors plus Club memorandum effective from 1 April 2019	Use guidance dated 8 April 2016 and new factors plus Club memorandum effective from 1 April 2019
CETV for Divorce purpose	Divorce quote issued		
	Between 29/10/2018 and 18/11/2018	No quotes should have been issued during this period	
	On or after 19/11/2018	Use new factors issued on 19 November 2018	
Interfund adjustments			
Interfund adjustment – (but see footnote ^[2] below)	Quote issued by sending administering authority	Relevant date of interfund before 29/10/2018	Relevant date of interfund on or after 29/10/2018
	Before 29/10/2018	Use guidance dated 14 April 2016 and factors dated 9 March 2017	Use guidance dated 14 April 2016 and the factors issued on 19 November 2018 ^[2]
	Between 29/10/2018 and 18/11/2018	No quotes should have been issued during this period	
	On or after 19/11/2018	Use guidance dated 14 April 2016 and factors issued on 19 November 2018 ^[2]	

^[1] The relevant date for non-club transfers is the date the member joined the LGPS if the transfer value is received within the first year of service in an employment, or the date the transfer is received if the transfer value is received after the first year of service in that employment.

^[2] the receiving scheme is not required to perform a service credit calculation under regulation 22(8) of the LGPS 2013 Regulations or 10(2)(a) of the 2014 Scheme Transitional Regulations because the individual's benefit / membership records will transfer from the old fund to the new fund; however where the interfund/intrafund is buying earned pension in accordance with 10(4),10(5) and 10(6) of the 2014 Scheme Transitional Regulations, the amount of earned pension is calculated by treating the transfer value received as an incoming non-Club transfer – the updated non-club transfer in factors were issued on 8 January 2019.

Title of guidance	Date issued	Effective date on issue letter	Effective from:
Early retirement factors	09/01/2019	08/01/2019	Where the pension benefit payment date is before 08/01/2019 use the old factors; in all other cases use the new factors
Trivial commutation	09/01/2019	08/01/2019	Where a quotation was provided before 08/01/2019 and the nominated date was before 08/01/2019 use the old factors; in all other cases use the new factors
Pension credit guidance for a pre-2014 leaver	09/01/2019	08/01/2019	Where the "transfer day" was before 08/01/2019 use the old factors; in all other cases use the new factors
Pension credit guidance for a post-2014 leaver	14/03/2019	01/04/2019	Where the "transfer day" was before 01/04/2019 use the old guidance and factors; in all other cases use the new guidance and factors
Pension debit guidance where the transfer date is after 31/3/2014	09/01/2019	08/01/2019	Where the pension benefit date (early retirement) is before 08/01/2019 use the old factors; in all other cases use the new factors
Pension debit guidance where the transfer date is before 31/3/2014	09/01/2019	08/01/2019	Where the pension benefit date (early retirement) is before 08/01/2019 use the old factors; in all other cases use the new factors
Lifetime allowance guidance – factors for calculating LTA debit	18/04/2019	01/04/2019	Where the Benefit Crystallisation Event (BCE) date is before 01/04/2019 use the old factors. Where the BCE date is on or after 01/04/2019 use the new factors.
Annual allowance charges – calculation of scheme pays offset	17/06/2019	21/06/2019	Where a quotation was issued before 17/06/2019 and the relevant date is before 21/06/2019 use the old guidance and factors. In all other cases use the new guidance and factors.
Inverse commutation – regulation 58 of the 1997 Regulations	17/06/2019	21/06/2019	Where a quotation was provided before 17/06/2019 and the pension payment date was also before 21/06/2019 use the old factors. In all other cases use the new factors.

Use of AVCs to provide additional pension under the scheme – where the member left on or after 01/04/2014	17/06/2019	21/06/2019	Where a formal retirement quotation was issued before 17/06/2019 using the old factors, the quote should be honoured if beneficial to the member. In all other cases use the new factors.
Use of AVCs to provide additional pension under the scheme – where AVC contract was entered into before 01/04/2014 and the member left before 01/04/2014	17/06/2019	21/06/2019	Note: A member who left before 01/04/2014 only has the right to use their AVC to purchase added pension if they retired immediately. We would expect that retirements that occurred before 01/04/2014 have now been processed – we do not expect these factors to be used.
Factors for the conversion of accumulated AVCs to transfer credits (regulation 66 of the 1997 Regulations)	17/06/2019	21/06/2019	Where the quotation was issued before 17/06/2019 and the payment date is before 21/06/2019 use the old factors. In all other cases use the new factors.