# Transfer In Enquiry Form

If you were a member of a pension scheme in any previous employment, or have any personal pension arrangements, it may be possible for you to transfer the cash value of your pension benefit into the Allen & Overy Pension Scheme.

Capita Employee Benefits will, if you wish, make enquiries on your behalf as to the benefits due and can provide information on the pros and cons of transferring (although any information given will not constitute Financial Advice).

In order that the appropriate enquiries may be made, please complete this form and return it to Capita by either post or email as detailed below.

Capita

PO Box 555

Stead House

Darlington

DL1 9YT

allenovery@capita.com

If you already have up-to-date transfer value information from your previous scheme please attach a copy of this to this form – it may help to speed up the transfer process.

Please note that the completion of a transfer in to the Scheme may be subject to the transferring scheme Trustees agreeing to sign an Indemnity Form relating to equalisation of pension benefits under their arrangement. If this affects your transfer enquiry Capita Employee Benefits will inform you in writing.

**Please complete using BLOCK CAPITALS**

|  |  |  |  |
| --- | --- | --- | --- |
| Surname |  | Title |  |
|  |  |  |  |
| Forename(s) |  |  |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| National Insurance No. |  |  |  |  |  |  |  |  |  | Employee DOB |  |  |  |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Contact Details for Previous Pension Scheme  Administrator | Scheme Name: |  | |
| Contact address: |  | |
|  | |
|  | Postcode: |
| Email / Tel. No: |  | |

|  |  |
| --- | --- |
| Reference Number for previous scheme (if known): |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Contact details for Previous Employer (if the above scheme is your previous employer’s scheme) | Employer Name: |  | |
| Employer address: |  | |
|  | |
|  | Postcode: |
| Email / Tel. No: |  | |

**To: Capita Employee Benefits:**

Please investigate the possibility of a transfer of benefits to the Allen & Overy Pension Scheme on my behalf

**To: The trustees/administrators of my previous scheme named above:**

Please accept this form as my formal authority to release any information about my benefits as requested by Capita Employee Benefits in connection with a possible transfer of benefits to the Allen & Overy Pension Scheme

Signed Date

|  |  |  |
| --- | --- | --- |
| Home Address |  | |
|  | |
|  |  | Postcode: |

**The term "Allen & Overy" means Allen & Overy LLP and/or its affiliated undertakings**