How to ...

process an estimate request

Dorset County Pension Fund
administered by **Dorset Council**
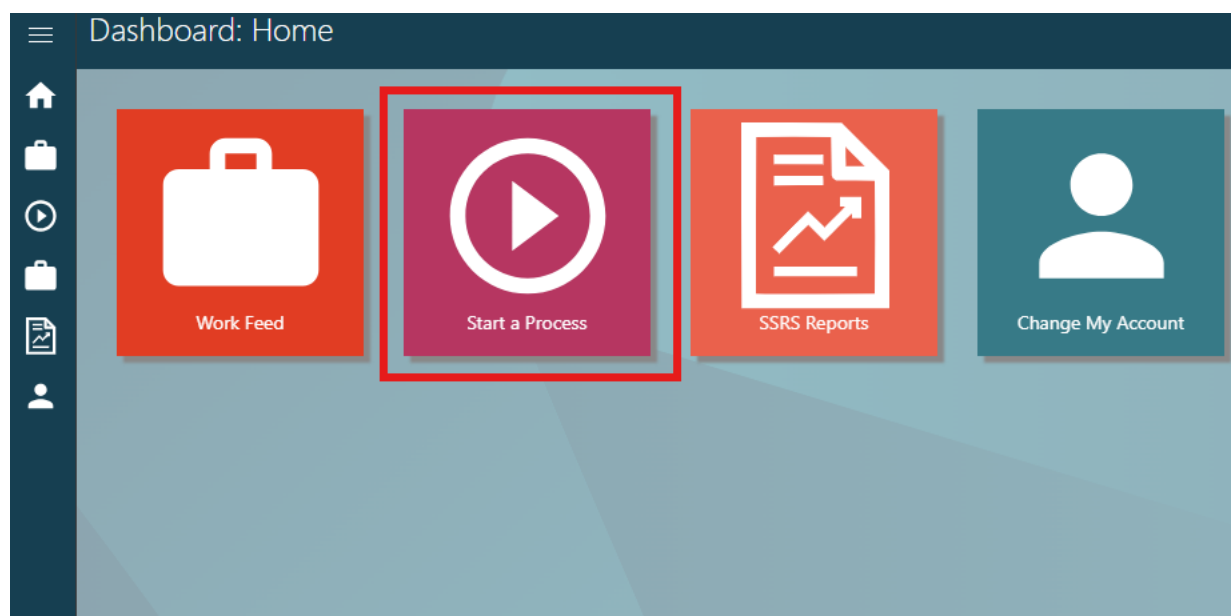
If you need to request a pension estimate from the Dorset County Pension Fund (DCPF) on behalf of an employee who is actively contributing to the Local Government Pension Scheme (LGPS), you can do so through the employer portal by following the steps outlined below.

Select 'Start a Process' from the main dashboard

Select 'Web Estimate Request'

Enter the National Insurance number of the member you wish to request an estimate for and select the member

◑ Choose what to start the process against

Please search for the member you wish to start the process against

★ **Enter the search criteria**

LJ997802A	✕	🔍

MEMBERSHIPS (1 OF 1)

Mrs Test Membera LJ997802A Active 175500 ⧉

Details of the member's employment will be provided for you to confirm by selecting 'Submit'

👤 Folder Details

Membership Number:	121232
Status:	Active
Company Name:	The LG Pension Fund (PF)
Employer Name:	Training Employer
Date Joined Employer:	21/04/2021
Scheme Retirement Date:	20/05/2026
Impossible Case:	No

Additional Details

Employee Payroll Number:	175500

[Submit]

You will be presented with the form for completion

Estimate Form

Date of Estimated Leaving *

[dd/mm/yyyy   📅]

Please choose the reason for leaving *

[Please Select   ▾]

If applicable do you want to waive reductions? *

[Please Select ▾]

Please answer Yes or No as appropriate.

Additional Pension to be awarded (£ per annum to 2 decimal places) *

[   ]

Enter the annual amount of any Additional Pension to be awarded by the Employer. enter 0.00.

[Next]

Please choose the reason for leaving *

[Please Select]

Please Select
Please Select
Death In Service
Flexible Retirement Aged 55 or Over
Ill Health Retirement
Ill Health Retirement Tier 2
Ill Health Retirement Tier 3
Redundancy or Business Efficiency aged 55 or over
Resignation aged 55 or over including voluntary retirement

After entering the date for the estimate, you will need to select the reason for leaving. You can select from the above options on the right hand image. In this example we will be processing a Redundancy Estimate Request, but the process works very similarly for the other choices.

The next page will ask you to confirm if there have been any hour changes for the member:

Estimate Form

The Current Hours we hold are Full Time (0/37). If the member's current hours differ from ours, please provide us with the service history below starting from the earliest change to the latest change.

Hours Change 1

Part Time Hours 1

[   ]

Enter the hours the member works in this post (to 2 decimal places). If the member works term time only, please convert to part time hours. For example a member who works 18.00 per week for 44.4 weeks is 18.00 / 52.14 X 44.4 = 15.33 hours per week. Please enter the hours as a decimal not hours and minutes. Use 2 decimal places.

Full Time Hours 1

[   ]

Please enter the hours as a decimal not hours and minutes. Use 2 decimal places. For example 37 hours = 37.00

Date hours effective from

[dd/mm/yyyy   📅]

Followed by a page asking you to input the pay and contribution details

◑ Complete Estimate Form

Please provide estimate details for the member

⭐ **Enter Process Data (DataForm)**

Estimate Form

Date Joined Scheme

21/04/2021

Amount of BASIC pension contributions from 1 April to date of leaving (to 2 decimal places) *

[   ]

This is the amount of basic pension contributions paid in the current tax year from April to the date of leaving in this post only. Do not include any Added Years, ARC's or AVC's paid. Please use 2 decimal places and do not use a £ sign. If nil paid enter 0.00.

Amount of BASIC pension contributions paid from previous 1 April to 31 March before date of leaving (to 2 decimal places) *

[   ]

This is the amount of basic pension contributions paid in the last tax year from 1 April to 31 March in this post only. Do not include any Added Years, ARC's or AVC's paid. Please use 2 decimal places and do not use a £ sign. If nil paid enter 0.00.

Has the member paid any Additional Pension Contributions (APCs) *

[Please Select ▾]

CARE pay (2014 Scheme)

Main Section Cumulative Pay / Assumed Pensionable Pay from 1 April to date of leaving (to 2 decimal places) *

[   ]

Please enter the member's pay including any Assumed Pensionable Pay from 1 April to date of leaving whilst a member of the main scheme. Use 2 decimal places but do not use the £ sign. If there are none please enter 0.00

Main Section Cumulative Pay / Assumed Pensionable Pay from previous 1 April to 31 March before date of leaving (to 2 decimal places) *

[   ]

Please enter the member's pay including any Assumed Pensionable Pay from 1 April to 31 March of the previous year whilst a member of the main scheme. Use 2 decimal places but do not use the £ sign. If there are none please enter 0.00

50/50 Section Cumulative Pensionable Pay / Assumed Pensionable Pay from 1 April to date of leaving (to 2 decimal places) *

[   ]

Please enter the member's pay including any Assumed Pensionable Pay from 1 April to 31 March of the previous year whilst a member of the 50/50 scheme. Use 2 decimal places but do not use the £ sign. If there are none please enter 0.00

50/50 Section Cumulative Pensionable Pay / Assumed Pensionable Pay from previous 1 April to 31 March before date of leaving (to 2 decimal places) *

[   ]

Please enter the member's pay including any Assumed Pensionable Pay from 1 April to date of leaving whilst a member of the 50/50 scheme. Use 2 decimal places but do not use the £ sign. If there are none please enter 0.00

Final Pay (Full Time Equivalent Pay 2008 definition)

Final Pay for the last 365 days worked, for calculating pre-31 March 2014 benefits: *

[   ]

Please enter the amount of the member's final pay for the year prior to the date of leaving. If the member was in the scheme for the whole year prior to leaving but you are completing the form for only your portion of the final year, please do not up rate to a full years equivalent as we will add your figure to the figure for the remainder of the year from the other provider. Use 2 decimal places but do not use the £ sign. For example 27000.00

Actual Rate of full-time pay/salary on date of leaving (to 2 decimal places) *

[   ]

Please enter the rate of the member's full-time equivalent pay at the date of leaving. Use 2 decimal places but do not use the £ sign. For example 27000.00

Previous Pay Details for calculating pre-31 March 2014 benefits (if applicable):

Best of last three years Final Pay (£)

[   ]

Best of Pay Year

[Please Select ▾]

Please choose the relevant year.
Best of the last three years
Pay drop within 10 years of date of leaving - Regulation 10.
Please give details fo the member's best three year consecutive average annual pay figure in the last 13 years ending 31 March. Please see the section on Regulation 10 at https://dcpfemployers.org/calculating-final-pay. Only complete if relevant.

Details (£)

[   ]

Period End Date

[dd/mm/yyyy   📅]

[Back] [Next]

After submitting all of the requested information, press 'Next'

For a Redundancy Retirement request, you will now be asked whether the member has provided you with consent to receive their pension figures. Without this consent, you will only be sent the estimated Capitalised Costs that would be due to you on account of making the member redundant. However, if the member has provided consent, and indicated that they want their pension figures to go to you as the employer, these will also be sent upon completion of the estimate processing.

The Member Estimate Consent form is available on our website, here: https://dcpfemployers.org/wp-content/uploads/2023/07/Employer-Request-Estimate-consent-form.pdf

If you have received the member's consent form, please select yes from the drop down, and you will be asked to upload it in the next step.

If you haven't received the member's consent form, please select no.

You can then also add any additional comments you'd like to make in the text box below.

Estimate Form

Has the member provided consent for their pension details to be shared with their employer? *

| Yes ⌄ |

Without consent from the member, only the capitalised costs to the employer of this potential retirement will be sent.
If the member has provided consent, please upload this at the end of the form.

Other Relevant Information/Comments

The above is a correct and complete statement of the member's position certified on behalf of the employer.

Completed By
EMP09999Test Training

Date
28th May 2025

| Back | Submit |

If you have selected yes to having the member's consent, you will now be prompted to upload it:

Upload Member Consent
Upload Leaver Document

⭐ **Upload Document**

| Add File(s) |

| Upload | Cancel |

This process will be visible in the DCPF administration system within two minutes of you submitting. It will set up a task for the Pensions Team to action accordingly.