

Retirement declaration form

Please complete this form if you are retiring and claiming your LGPS pension. Do not complete it more than three months before you retire. You need to send us your completed form so that:

- you can notify us of the decisions you make about your pension
- we can process and pay your pension under LGPS rules
- we can check your total pension benefits under HMRC rules

HM Revenue and Customs (HMRC) require us to check if the total amount of benefits due to you from all registered pension schemes exceeds a Lifetime Allowance set by HMRC, as tax charges may apply. To do this we need you to declare your entitlement to any other benefits.

You may wish to take independent financial advice before making any retirement decisions.

What will happen next?

We will pay your pension and any lump sum when we receive:

- this form correctly completed and clear **photocopies** of relevant documents,
- essential information from your employer including a leaver form. If you have a deferred, (frozen) pension, then Pension Services will already have the form,
- authority from your employer for redundancy, efficiency or ill health retirement,
- if you have an AVC, your provider cannot pay this to us before your actual retirement date or before they have received your final contribution (whichever is later).

We will write to tell you how much your pension and any lump sum will be. If there is a lump sum, we will pay it on your retirement date or as soon after as possible. We will make your first pension payment on the first possible pension pay date following your retirement.

Note: if you opted out of the pension scheme in this employment, you cannot claim the pension until you resign from this post.

Please send your completed form and documents to the address at the end of this form. If you have any questions, please phone us on 01962 845588 or email pensions@hants.gov.uk.

Retirement declaration form

Please complete all sections of this form and send it to the address on the last page. We can pay your benefits only after receiving your completed form and all relevant documentation. You will need to complete a separate form for each LGPS pension being claimed.

Section 1 Your details

Title	First name(s)	Surname														
Address																
Postcode																
Telephone																
Email																
If you require an accessible format for pension payslips and letters, please indicate below: (please note your payslip and letters may be delivered marked 'Articles for the Blind')																
Standard print	<input type="checkbox"/>	Large print	<input type="checkbox"/>	Audio CD	<input type="checkbox"/>	Braille	<input type="checkbox"/>									
National Insurance number	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>															
Date of birth	/ /															
Employer / Last LGPS employer																
Job Role / Payroll Ref (if known)																
Reason for leaving																
Date of retiring/leaving	/ /															
*Payment date if claiming deferred pension	/ /															

*The date specified must be a date in the future.

If you are claiming payment of your deferred benefits, the payment date must be at least four weeks but less than three months from when you send this form.

Section 2 Bank or building society account

Please complete all fields marked with *
Check these details and write as clearly as possible

*Name of bank/building society	_____											
*Account holder's name	_____											
*Sort code (6 digits only)	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>				
*Account number (8 digits only)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			
If building society, roll number (if applicable)												
(Please include all hyphens and slashes as required by your bank)												
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Please tell us where you would like us to pay your pension and any retirement lump sum; we will pay your pension and any lump sum by BACs. Unfortunately, we cannot pay into certain Post Office accounts that do not accept BACS payments.

If you would like your pension paid into an overseas account, please contact us as soon as possible for more information on how to do this.

Section 3 Identification and partnership status

3.1 Please complete and tick the appropriate boxes.

*My birth certificate or passport	<input type="checkbox"/>
*My marriage or civil partnership certificate	<input type="checkbox"/>
My decree absolute or civil partnership dissolution certificate	<input type="checkbox"/>
My judicial separation	<input type="checkbox"/>
Death certificate in respect of my husband, wife or civil partner	<input type="checkbox"/>
Other documents (please specify) _____	
<hr/>	
I am single and have never married or entered into a civil partnership	<input type="checkbox"/>
I am legally separated	<input type="checkbox"/>
I am married	<input type="checkbox"/>
I have a civil partner	<input type="checkbox"/>
I have a cohabiting partner	<input type="checkbox"/>
Date of marriage or civil partnership	_____ / _____ / _____
I am a widow/widower or my civil partner has died	<input type="checkbox"/>
I am divorced	<input type="checkbox"/>
My civil partnership has been dissolved	<input type="checkbox"/>
Date of death / divorce / dissolution of civil partnership	_____ / _____ / _____

*Please send **photocopies** of documents to verify your identity and your partnership status.

Do not send original documents.

Please ensure that they support any change of name that you have had. We cannot pay your pension if we cannot verify your identity. For example, if you no longer use the surname on your birth certificate you will need to send another document too. We will only return documents if you ask. We will return original documents by Royal Mail but receipt cannot be guaranteed.

Your partner may qualify for a pension if you die. You can find out more on our website:

www.hants.gov.uk/pensions

Section 4 Your benefit options

Most members are able to exchange pension for lump sum. For each £1 of annual pension that you give up, you will get £12 as a tax-free lump sum. Select your choice in section 4.1.

If you are unsure which option to select, you may be able to obtain an estimate of your **Standard benefits** and **Maximum conversion** through our Member Portal. Log on or register at:

<https://upmliveportal.hants.gov.uk/>

and select “Membership details” then “Retirement Estimate” (* please see note below)

Small pensions

If you have a very small pension benefit you may be able to take a once-and-for-all-lump sum. In this case, you must also complete section 4.3

4.1 Exchanging pension for lump sum (if eligible)

Please let us know how you would like to take your benefits by ticking one option only:

1. **Standard benefits** – I do not want to exchange any annual pension
2. **Maximum conversion** – I want to exchange the maximum pension allowed
3. I want to exchange an amount of annual pension less than the maximum allowed
To provide me with an overall tax-free lump sum of £.....
4. **I don't know** – I have been unable to produce an estimate using your Member Portal*
and would like you to send me an estimate before I make a decision.

*Regrettably, you cannot obtain an estimate through the Member Portal if:

- your retirement requires employer authorisation (e.g. retirement on grounds of Ill health/Redundancy/Efficiency)
- your retirement is subject to your employer agreeing a discretion (such as switching on the 85-year rule or waiving reductions for early payment)
- you have a Pension Sharing Order or have elected for Scheme Pays
- we are currently dealing with your retirement/transfer/divorce

Note:

HM Revenue and Customs set a limit on the total tax-free lump sum that you can take.

Notes:

1. Standard benefits

If you joined the scheme **before** 1 April 2008 you will receive a tax-free lump sum and a pension.

If you joined the scheme **on or after** 1 April 2008 you will receive a pension (and no automatic lump sum)

2. Maximum conversion - You can choose to exchange the maximum pension allowed to receive a tax-free lump sum

3. Alternatively, you can exchange a specific amount of pension to receive a tax-free lump sum, which is less than the maximum allowed

If you are unsure of what to do, we recommend you visit our Member Portal <https://upmliveportal.hants.gov.uk/> and produce a Retirement Estimate – this will set out your standard benefit options and maximum lump sum options.

The decision you make on this declaration is final and cannot be changed

- HM Revenue and Customs (HMRC) rules mean that you must decide whether to exchange pension for lump sum **before** we calculate your pension.
- You can use your last pension statement to help you decide whether to exchange any pension for lump sum, and if so, how much to exchange.
- Members who have a pension credit deriving from a pension sharing order may not be able to exchange annual pension for a lump sum.

4.2 In-house Additional Voluntary Contributions (AVCs)

Do you have an in-house AVC fund?

No - please go to Section 4.3

Yes - please tick one of the options below:

1. I wish to use my AVC fund to maximise my overall tax-free lump sum

2. The amount of my AVC fund I wish to use to increase my lump sum is £
.....

3. Please send me details of the options available for my AVC fund

Important notice about AVCs

If you have an AVC please be aware that payment of your pension may be delayed by at least 8 weeks after your retirement.

This is because we cannot calculate or pay your retirement benefits until:

- we receive your written decision about your AVC and
- we receive your AVC Fund from the AVC provider.

Your employer has up to the 22nd day of the month following the month in which your AVC payment is deducted from your salary to pay the amount over to your AVC provider.

The AVC provider cannot disinvest your AVC before the later of:

- your retirement date or
- they receive your final AVC contribution

We will pay your pension as soon as we can once we receive the AVC.

What do the options above mean?

You can take some or all of your AVC fund as a tax-free lump sum (up to HMRC limits), but you can only take it all as a lump sum if you draw it at the same time as your main LGPS benefits and provided when added to your LGPS lump sum it does not exceed 25% of the overall value of your LGPS benefits (including your AVC fund).

HMRC calculate the value of your LGPS pension as:

20 x pension + lump sum (if applicable) + value of AVC (if applicable)

If you want details of the options available before you decide please tick (3). We will send you details once the AVC provider tells us the current value of your AVC fund.

4.3 Once-and-for-all-lump sum

If you meet conditions (1) – (5) below and are interested in taking a one-and-for-all lump sum, then please tick here to request an estimate.

Note: Pension Services will check whether you satisfy conditions (1) – (5) below to confirm that you are eligible for a once-and-for-all lump sum. If you do not satisfy these conditions, then it will **not** be possible to take a one-and-for-all lump sum.

At retirement, instead of receiving a monthly pension, you can choose to take a once-and-for-all-lump sum (also known as a “trivial commutation lump sum”) provided that:

1. **The value of ALL pensions you are entitled to** (except your State Pension and any spouse, civil or cohabiting partner’s pension you receive) **is less than £30,000**. This limit is set by HMRC.

HMRC calculate the value of your LGPS pension as:

$$20 \times \text{pension} + \text{lump sum (if applicable)} + \text{value of AVC (if applicable)}$$

You can get an idea of the value of your pension by putting the pension figures from your most recent annual benefit statement into this formula.

2. If you have previously been paid a trivial commutation lump sum from any other registered pension scheme(s), then you must let us know, and **your LGPS benefits can only be paid as a trivial commutation lump sum within 12 months of the first trivial commutation payment that you received.**
3. You take a trivial commutation lump sum in respect of **all your LGPS benefits in England or Wales.**
4. You have all or part of your lifetime allowance available.
5. If you have service prior to 06/04/1997 and have not reached aged 60 if female or age 65 if you are male, then this option will not be available until you reach your qualifying ages of 60 and 65 respectively.

Once you have taken a trivial commutation lump sum neither you nor your dependants will have any entitlement to benefits in the LGPS.

Section 5 Taking your pension early

If you wish to take your pension early, please tick this box to confirm that you are accepting any early payment reductions on your annual pension and any lump sum. Any early payment will permanently reduce your benefits. If you are unsure of being affected by early payment reductions please **complete Section 4.1** and select the **'I don't know'** tick box.

In all cases, you can choose to receive your pension from age 55.

If you choose to retire early i.e. before your normal pension age, your pension and any automatic lump sum will be reduced.

For leavers after 31 March 2014, normal pension age (NPA) is 65 or your State Pension Age if it is later.

The table below shows the maximum reductions that would apply to your pension and any automatic lump sum, depending on how many years before your normal pension age (NPA) you take your pension. If you have LGPS membership before April 2014, the reductions may be less than those in the table.

- If your employer has approved ill-health retirement, voluntary redundancy, compulsory redundancy or efficiency retirement, your pension and lump sum will not be reduced.

If you are not sure whether this section applies to you, please phone 01962 845588 or email pensions@hants.gov.uk.

We will send your estimate as soon as possible, but your pension and lump sum may be delayed, especially if we need information from your employer.

Years before NPA	Pension reduced by		Lump sum reduced by
	men	women	
1	5.1%	5.1%	2.3%
2	9.9%	9.9%	4.6%
3	14.3%	14.3%	6.9%
4	18.4%	18.4%	9.1%
5	22.2%	22.2%	11.2%
6	25.7%	25.7%	13.3%
7	29.0%	29.0%	15.3%
8	32.1%	32.1%	17.3%
9	35.0%	35.0%	19.2%
10	37.7%	37.7%	21.1 %
11	41.6%	41.6%	N/A
12	44.0%	44.0%	N/A
13	46.3%	46.3%	N/A

Section 6 Other pensions and compensation

Notes for this section are overleaf – you must select Yes or No for all sections.

Do not include details of your state pension or spouse / survivor pension.

6.1 Do you have pensions payable before your LGPS pension?

No <input type="checkbox"/>			
Yes – please give details below, including the amount of crystallised benefits: <input type="checkbox"/>			
Please list any other occupational or personal pension benefits that are already in payment or that are due be paid before the date your LGPS pension starts (see notes)			
Pension provider	Date pension was payable from	Current gross annual pension	% of LTA (if known)

6.2 Do you have pensions payable on the same day as your LGPS pension?

No <input type="checkbox"/>		
Yes – please give details below, including the amount of crystallised benefits: <input type="checkbox"/>		
Stating them in the order in which you want them assessed against the LTA, please list any other pension benefits payable on the same date as your LGPS pension starts (see notes)		
Pension provider	Gross annual pension and lump sum due	Order in which you want us to assess them

6.3 Have you transferred pensions overseas?

Have you transferred any pension rights to an overseas pension arrangement after 5 April 2006?	
No	<input type="checkbox"/>
Yes - We may need to contact you for details, including the amount of crystallised benefits	<input type="checkbox"/>

Lifetime allowance (LTA)

HMRC sets a lifetime allowance (LTA). Most people's benefits are within the LTA, but under HMRC rules we must assess them.

Tax year	LTA
2022/2023	£1,073,100
2021/2022	£1,073,100

Do not include state pension or pension credit, spouse's, civil partner's or dependant's pension in this section. Do not declare any pensions that are first payable after your LGPS pension.

LTA protection

If you have an HMRC certificate, you should give your pension administrators a copy when any pension (including your LGPS pension) is due. They will take account of the protection when they assess your benefits against the LTA.

Section 7 Declaration

Before signing this declaration, please read the following statements and tick (✓) each box to confirm that you fully understand them. Please do not complete this form more than three months before your intended retirement date.

I have read the notes and completed this form. The information I have given is correct and complete to the best of my knowledge.	<input type="checkbox"/>
I understand that I cannot change the decisions I have made on this form once Pensions Services has received and processed the form.	<input type="checkbox"/>
I will not use my retirement lump sum to contribute to one or more registered pension schemes, in breach of HM Revenue and Customs (HMRC) recycling rules*	<input type="checkbox"/>
If further tax becomes due because information I have given proves to be wrong, I understand that I will be liable to pay the tax charge and any resulting penalty imposed by HMRC.	<input type="checkbox"/>
Signed	Date
<p>*If you intend to use part or all of your retirement lump sum to pay into a pension scheme, or other pension arrangement, this is known as 'recycling' and special tax rules may apply. If you break recycling rules, you will have to pay a tax charge of 40% to 55% of the value of your retirement lump sum. You can find out about recycling on the HMRC website: www.hmrc.gov.uk/pensionschemes</p>	

Checklist

Included correct bank details (section 2)

Included clear photocopies of proof of identity (section 3.2) – originals are not required

Read, understood and signed the declaration

Send your completed form to:

Pension Services, The Castle, Winchester, Hampshire, SO23 8UB.



For information on how we hold and use your data, please visit

<https://www.hants.gov.uk/hampshire-services/pensions/local-government/contact-and-resources/privacy-notice>