

LGPEN 22A

Pension Application Form for Active Members

The Nottinghamshire
Local Government Pension Fund

administered by

 **Nottinghamshire
County Council**

for you, for now, for the future
lgps
2014

Notes

Welcome

This form is intended for members of Nottinghamshire's Local Government Pension Fund who are retiring and wish to claim payment of their pension benefits. The Application Form should only be completed once your retirement date has been set.

We, Notts LG Pensions Office, are responsible for administering the Nottinghamshire Local Government Pension Fund and will be processing your retirement benefits. We want everything relating to the payment of your pension and any lump sum to go smoothly and will do everything possible to make sure that this happens.

It is important that you take time to carefully read through the documentation provided in this Retirement Pack before you complete this form and ensure that all relevant sections are completed, signed and returned to the Notts LG Pensions Office.

Taking your benefits before your Normal Pension Age

You can take voluntary early retirement and receive your pension benefits from age 55, provided you have at least two years membership or are otherwise entitled to a pension benefit from the Scheme.

If you retire voluntarily before your Normal Pension Age, your pension and any lump sum may be reduced. It is important that you understand the extent of the reduction and that it is permanent.

If your employer has approved retirement on the grounds of ill health, redundancy or in the interests of efficiency of service, your main benefits will not normally be reduced.

If you wish to have an estimate of your benefits before completing this application form, please contact our Pensions Helpline on 0115 977 2727, option 3 followed by option 4 and quote reference RETEST. Alternatively, you may email your request to lgpensions@nottsc.gov.uk indicating the reference RETEST in the subject heading and include your National Insurance Number with your request.

Please complete the Application Form clearly in **block capitals** and return to the address shown at the back of this booklet.

Guidance Notes for completion of this form

Section 1 – Your Personal Details

If you have not previously provided a copy of your birth certificate, please include a photocopy with this form. If you aren't sure, you can check with our Pensions Helpline (0115 977 2727) to see if we have verified your date of birth. Your benefits will not be paid until your date of birth has been verified.

Your current marital / partnership status should be indicated. You may also wish to provide details of your spouse / partner. Any photocopies of certificates to support the information supplied will not be returned unless specifically requested. You can check with our Pensions Helpline to see if any copy certificates have previously been supplied.

If you have a cohabiting partner, of either opposite or same sex, and they meet the criteria to be considered to be an eligible cohabiting partner, they will be entitled to receive a survivor's pension on your death. This only applies to members who were paying into the Local Government Pension Scheme (LGPS) on or after 1st April 2008. You are not required to complete a form to nominate a cohabiting partner for entitlement to a cohabiting partner's pension. However, you may wish to notify us of your circumstances by providing us with your cohabiting partner's details using this form. Upon your death we will require evidence to check that the conditions for an eligible cohabiting partner's pension are met. Further information and Notification Form (LGPEN 14) can be found on our website. Alternatively, you may contact our Pensions Helpline. Please note, the LGPEN 14 should be completed in addition to any Death Grant Nomination (LGPEN 9) you may have chosen to submit.

Section 2 – Conversion of Pension

Please refer to the Retirement Guide (LGPEN 19) for further explanation and examples.

You have the opportunity to exchange some of your annual pension to increase your lump sum retirement grant. For each £1 of annual pension given up, you will receive an additional lump sum of £12. Up to 25% of the capital value of your pension

benefits can be taken in the form of a lump sum as long as it does not reduce your pension to below any Guaranteed Minimum Pension (GMP). Any reduction to your own pension will not affect any dependant's benefits which may become payable in the future. Notts LG Pensions Office can provide a quote on request should you wish to consider this option.

The option to give up pension to receive a tax free lump sum is only available before the retirement is processed. We cannot change the amounts payable once we have received your decision. Please ensure you are happy with your choice before returning the completed form. You may wish to take Independent Financial Advice before making your final decision.

Section 3 – Additional Voluntary Contributions (AVC) Options

If you have paid into an LGPS in-house Additional Voluntary Contribution (AVC) fund, you may be able to take some or all of your AVC fund as a tax free lump sum. This is subject to Her Majesty's Revenue & Customs (HMRC) limits. If you would like to investigate this option further, please contact Notts LG Pensions Office.

All the options as detailed opposite are only available before your retirement is processed. We cannot change the amounts payable once we have received your decision. Please ensure you are happy with your choice before returning the completed form, and that you have read the accompanying LGPEN108 Risk Warnings information form. You may wish to take Independent Financial Advice before making your final decision.

Section 2 – Conversion of Pension

Please select **ONE** of the following options:

- I am **not interested in converting** any of my Annual Pension into additional Lump Sum.
- I would like to **increase my Lump Sum to the maximum** by converting Annual Pension into additional Lump Sum.
- I would like to **increase my Lump Sum to £_____**. Please convert as much of my Annual Pension as required to reach this sum.
- I would like to **reduce my Annual Pension to £_____** per year. Please convert the remaining Annual Pension to additional Lump Sum.

Note – where the amount requested exceeds HMRC limits, we will restrict the payment to those HMRC limits in order to avoid any unauthorised payments.

On submission of this form, your decision regarding conversion is final and cannot be changed.

Section 3 – Additional Voluntary Contributions (AVC) Options

Please select **ONE** of the following options:

National Insurance No.

I do not have any LGPS in-house AVC funds.

OR

I do have an LGPS in-house AVC fund and wish to:

IMPORTANT: If you have an LGPS in-house AVC fund, you are required to read and complete the accompanying LGPEN108 Risk Warnings form.

- Take the **maximum Lump Sum possible from my AVC fund** and do not wish to convert any of my Annual Pension to additional Lump Sum.
- Take the **maximum Lump Sum required from my AVC fund** and then convert Annual Pension to additional Lump Sum as indicated in Section 2.
- Take £_____ as a **Lump Sum from my AVC fund**. If the amount is above the maximum allowable, I understand the maximum allowable will be paid.
- Take the **maximum Lump Sum possible from my AVC fund** and increase my LGPS Annual Pension with any remainder.
- Use my AVC fund to **increase my LGPS Annual Pension**.
- Consider taking an **annuity with my AVC provider**. Please arrange for my AVC fund provider to provide details of my AVC fund value and the annuity options available with them.
- Purchase an **annuity with my AVC fund from a company of my choice**. I will make my own arrangements for that company to contact my AVC provider for fund details.
- Defer my decision regarding my AVC fund** (thereby limiting the maximum Lump Sum that can be taken from my AVC to 25% of the AVC und value).

If your preferred option is not covered above, please detail below your intention and include a telephone number in case clarification is required.

Contact telephone number: _____

Signature to section 3:

Print name:

Date:

IMPORTANT (Only to be filled in if you have completed Section 2B)

Please read this document carefully as it contains some really important information you'll need to think about before deciding how you would like to use your LGPS AVC plan.

It is important that you are sure of the risks, so once you've read the information below, we'd like you to sign it to say you've read it and understand it. Then send it back together with any other information or completed forms we've asked you for.

Seek guidance or advice before you make up your mind

Deciding how to use your AVC plan is one of the most important financial decisions you are likely to make, so we recommend that you get Pension Wise guidance or independent financial advice to help you with this decision.

Pension Wise, is a service from MoneyHelper. Its is a free, impartial service sponsored by the Government to help you understand your AVC options.

Because it is such an important decision, we are not allowed to proceed with your application until you tell us that you have either received guidance from Pensions Wise, or you do not wish to take Pension Wise guidance. This is a legal requirement.

The enclosed 'Getting guidance about your AVC options' document explains more about this and tells you what you need to do.

Help with finding an independent financial adviser is available at www.moneyhelper.org.uk/en/getting-help-and-advice/financial-advisers/choosing-a-financial-adviser

1. Using your pension to buy a guaranteed income for life (an annuity)

When you buy an annuity, you can usually take some of your AVC plan as a tax-free lump sum at the same time and use some or all of the balance to buy an annuity.

As a rule of thumb, the older you are when you take out an annuity, the higher the income you'll get. Your income from an annuity will be taxed in a similar way to your pay. This means that the amount of tax you pay depends on the amount of income you receive from your annuity and other sources in any particular tax year.

People who have a medical condition, are in poor health or smoke, may be able to get a significantly higher income through taking an 'enhanced annuity'. Enhanced annuities tend to pay a higher income because they expect to pay out over a shorter time so be sure to opt into health and lifestyle questions and answer them honestly.

People considering buying an annuity should think about whether to provide an income for a partner or another dependant on death and therefore whether to purchase a 'single life or joint life annuity'. A joint life annuity normally provides a lower regular income as it's designed to pay out for longer. Compare what, if anything, your AVC provider offers to spouses or dependants against what's offered by another scheme or provider.

An 'escalating annuity' increases over time to keep up with the increasing costs of goods and services, known as inflation. Your income will start at a lower level and will increase by your chosen amount each year.

Payments fixed at the same amount throughout your life are called 'level annuities'. These provide a higher income to start with than escalating annuities, but the payments will then stay the same for life. This means that the purchasing power of the annuity income will reduce over time, due to inflation.

IMPORTANT

Remember, you don't have to buy an annuity from your existing AVC provider – most people get better retirement income from a different provider, so shop around.

Once you've bought an annuity you have very little time to change your mind – and after that the decision is irreversible, so think carefully before you commit.

2. Take some or all of your AVC plan as a tax-free lump sum

This option won't provide a regular income for you - or for your spouse, civil partner, cohabiting partner or any dependent after you die.

On average, people aged 55 today will live to their mid-to-late 80s. It's important not to underestimate your own life expectancy and to consider if you will have enough income to provide the lifestyle you require throughout your retirement.

Taking an AVC plan as a tax-free lump sum may have implications for people with debt or who may be entitled to means-tested benefits. People who are concerned about this aspect can contact Pension Wise, the Citizens Advice Bureau or the MoneyP^]] ^!.

Other options available to you:

If you are eligible to use your AVC plan in any other way to those mentioned above this will be set out in your AVC retirement option letter. For example, some members are eligible to buy a top-up pension in the LGPS. The features of these options will be explained in your retirement option letter and do not form part of this risk warning.

Please sign and return this form to confirm that you have read and understood the information we have given you.

If, for any reason, you are not sure about your choice or any of the above information, please let us know.

Please complete in block capitals

Name

National Insurance Number

Signature

Date



Getting guidance about your AVC options

Deciding how to use your AVC plan is one of the most important financial decisions you are likely to make, so we recommend that you get guidance from Pension Wise to help you decide which option is best for you.

Pension Wise is a service from MoneyHelper. It is a free, impartial service sponsored by the Government to help you understand your AVC options.

Because it is such an important decision, we are not allowed to proceed with your application until you tell us that you have either received guidance from Pensions Wise (in connection with your application to take your AVCs in the LGPS) or you do not wish to take Pension Wise guidance. This is a legal requirement.

If you would like to book the appointment yourself, you can do this by telephoning 0800 100 166 or booking online at www.moneyhelper.org.uk/nudge-public. Alternatively, if you would prefer us to book an appointment with Pension Wise for you, please contact us on 0115 977 2727 (option 3, option 4, option2). You will need to tell us when and how you would like the appointment to take place. We understand that Pension Wise is only offering telephone appointments at the moment, unless you have accessibility needs that require a video or face to face appointment. Please let us know if this applies.

Once you have taken guidance you will need to let us know so that we can proceed with your application. You can do this by completing the declaration at the end of this form.

If you decide that you do not wish to take guidance, you can opt out of the requirement by completing the declaration at the end of this form.

Your appointment with Pension Wise

Pension Wise will only discuss the standard options available to defined contribution members with you. Your AVC is a defined contribution pension that is attached to your LGPS pension. Your LGPS pension is a defined benefit pension.

Upon request, we can provide you with a LGPS AVC option letter which sets out the ways you can take your AVC in the LGPS. Pension Wise may not discuss all of these options with you.

The standard options available to defined contribution members that Pension Wise will discuss are listed below. The LGPS AVC option letter will set out where an option is available to you in the LGPS:

- Retire later or delay taking your AVC
- Get guaranteed retirement income (annuity)
- Take your pension as one or more taxable lump sums
- Get a flexible retirement income (pension drawdown)

The last two options are not available in the LGPS for any members.

However, it may be possible to take all your AVC as a tax-free lump sum. Check the LGPS AVC option letter to see if you can do this and see what other options, not listed above, may apply to you.

Where an option is not available to you in the LGPS, it may be available if you transfer your AVC to another pension scheme. Your AVC option letter will confirm if you are able to transfer your AVC to another pension scheme.

Remember: You must either receive guidance from Pension Wise or opt out of receiving guidance before we can proceed with your application to take your AVCs.

Getting help with all your pension questions

You can get guidance on both your AVC and LGPS pension from the MoneyHelper pensions guidance helpline. This is a free, impartial money and pension service sponsored by the Government. It is a separate service to Pension Wise.

You cannot make an appointment with MoneyHelper pensions guidance, but you can contact them online or by phone on 0800 011 3797. See the MoneyHelper website for more information: www.moneyhelper.org.uk

You may be referred to MoneyHelper pension guidance from your Pension Wise appointment if you ask the Pension Wise adviser about your LGPS pension.

We recommend that you also consider getting independent financial advice. Help with finding an independent financial adviser is available at www.moneyhelper.org.uk/en/getting-help-and-advice/financial-advisers/choosing-a-financial-adviser

Pension wise guidance declaration:

Declaration:	Yes	No
I confirm that I have received guidance from Pension Wise in connection with my application to take my AVCs in the LGPS		
I confirm that I wish to opt out of receiving guidance from Pension Wise		

Your details:

Full name:

National Insurance number:

Signature:

Date:

Please return this form to:

Notts LG Pensions Office,
 Business Services Centre
 Nottinghamshire County Council
 c/o County Hall,
 West Bridgford,
 Nottingham
 NG2 7QP

Guidance Notes continued

Section 4 – Recycling of Pension Lump Sums

The government is concerned about people who use their tax-free lump sum at retirement to re-invest in the same or other pension arrangements. The use of a tax-free lump sum in this way is known as “recycling” and special tax rules may apply. Scheme members who breach the recycling rules will have to pay a tax charge of 40% and potential surcharge of 15% of the value of the lump sum.

The recycling rules will not affect you in the following circumstances:

- If your pension lump sum together with any other pension lump sums paid in the previous 12 months is less than 1% of the Lifetime Allowance at the time it is paid.

- If the contributions you intend to pay, or have paid in anticipation of receiving your pension lump sum, is less than 30% of the pension lump sum.

Further guidance on tax controls can be found in the Retirement Guide (LGPEN 19) and on the HMRC website: www.hmrc.gov.uk/pensionschemes

Section 5 – Declaration of other Pension Benefits

The Lifetime Allowance (LTA) is the total value of all pension benefits you can have without triggering an excess benefits tax charge.

Please indicate opposite whether you have any other pensions in payment on the date of retirement from your Local Government employment. If applicable, please state the pension provider’s name(s) and the percentage of the LTA attributable to each. You should obtain this information from the relevant pension provider.

The declaration should include any pension already in payment or which becomes payable at the same time as these benefits. Any other occupational or personal pensions, Free Standing or In-house Additional Voluntary Contributions (AVCs) should be declared. The declaration does not need to include state pensions, survivor benefits, deferred or frozen pensions payable at a later date, and the compensation element of any pensions already in payment.

If this section is not completed, it will be treated as though you have exceeded your LTA and we will be required to tax the whole of your pension benefit. Please note, any person making fraudulent or negligent statements may be liable to a penalty with a maximum fine of £3000.

Please attach supplementary information as necessary or if extra space is required.

Section 6 – Nest Egg

Section 7 – Declaration

Sign and date this section once you are happy that you have completed all sections fully and accurately and you agree to the declaration.

Please return your completed form, enclosing any copy certificates or additional documents, to:

Notts LG Pensions Office
Business Support Centre
Nottinghamshire County Council
c/o County Hall, West Bridgford
Nottingham NG2 7QP

Application to Receive Retirement Benefits continued

Section 4 – Recycling of Pension Lump Sums

Please sign below to indicate that you agree with this statement:

I declare that I do not intend to use any part of my pension lump sum to significantly increase contributions to one or more registered pension schemes. I understand that in doing so it may result in me becoming liable to tax charges and surcharges. I have read the guidance notes and fully understand the consequences of my decision.

If you are unable to agree to the above statement, please contact the Pensions Helpline on 0115 977 2727.

Signature to agree to Section 4:

Date:

Section 5 – Declaration of other Pension Benefits

Please read the guidance notes opposite and provide details as appropriate:

Do you have any other pension benefits that are already in payment or will become payable either before or at the same time as your Notts LGPS pension?

No Continue to Section 6.

Yes Please provide details below.

Pension provider	Current amount of Annual Pension	% of Lifetime Allowance (if known)

Section 6 – Nest Egg

Our publication, Nest Egg, provides valuable information on all aspects of the Local Government Pension Scheme. If you would like to be notified when a new edition becomes available, please provide your email address below:

Section 7 – Declaration

I have read and understood the guidance notes accompanying this form and declare that I have completed this form correctly to the best of my knowledge and belief.

Signed:

Date:

Continued overleaf are additional forms which may require completion. Please read the notes carefully, and complete as necessary before returning your application form. Benefits may not be paid until a fully completed application form is received.

Pensions Helpline 0115 977 2727
option 3 followed by option 4

Section 8 – Nomination of beneficiary to receive any Death Grant

Please only complete this section if you have not previously completed a Death Grant Nomination Form and wish to do so, or you would like to amend an existing nomination.

As a member of the LGPS, you can nominate who or where you would like your Death Grant to be paid.

The following groups would have a Death Grant payable on their death:-

- All current members of the LGPS
- All members of the LGPS with Deferred Benefits
- Some pensioner members.

It is important to understand that Nottinghamshire County Council has absolute discretion as to the recipient or recipients of any Death Grant. The Council will do everything in its power to follow your wishes, but there may be times where this is not possible (for example where a beneficiary cannot be traced or they have died). Also the Council may consider that the nomination is invalid (for example where your personal circumstances have altered significantly since the date of your nomination).

You can change your nomination at any time. In fact, this is something you should do if your personal circumstances change.

A new form can be obtained from Notts LG Pensions Office. If you want to cancel your nomination completely you may do so by writing to Notts LG Pensions Office. Your letter of cancellation should contain the name, address and signature of a witness, as well as that of your own.

You can nominate one or more people, no matter what their relationship is to you. You can even nominate an organisation, for example your favourite charity. If you are not sure or simply want to find out more, please contact Notts LG Pensions Office who will be happy to help.

Acknowledgement of the safe receipt of your nomination form will be sent to you.

Death Grant Nomination Form

Section 8 – Nomination of beneficiary to receive any Death Grant

Your Details

Surname Forename(s) Title

Date of birth National insurance no.

Who you would like to nominate:-

If you would like to nominate more than two people or organisations, please continue on a separate sheet of paper, which must also bear your signature and date.

I wish to make nomination(s) *(please insert number)*.

<p>(1) Full Name <input type="text"/></p> <p>Address <input type="text"/></p> <p>Date of Birth <input type="text"/></p> <p>Relationship <input type="text"/></p> <p>Percentage Share <input type="text"/> %</p>	<p>(2) Full Name <input type="text"/></p> <p>Address <input type="text"/></p> <p>Date of Birth <input type="text"/></p> <p>Relationship <input type="text"/></p> <p>Percentage Share <input type="text"/> %</p>
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Declaration:-

I wish the Nottinghamshire County Council, in the exercise of its absolute discretion, to consider paying any Death Grant due under the Local Government Pension Scheme to the nominee or nominees I have shown and in the percentage shares indicated.

Signature: Date:

Witnessed by *(the witness must NOT be one of the nominees)*

Name of witness

Address of witness

Signature of witness: Date:

- Please check**
- your own and your nominees' details are correct and clearly written;
 - the percentage shares add up to 100%;
 - you have signed and dated the form; and
 - it has been signed by a witness other than a nominee.

Section 9 – Pensioner’s Bank Credit Form

In addition to the declarations made, this section is required in order that your monthly pension and any lump sum payment can be made into your bank or building society account. In case of difficulty, please consult your bank or building society.

Checklist:

Have you:

- Completed the relevant parts of sections 1 to 7?
- Enclosed the required copy certificates or supporting documentation?
- Signed and dated the declaration in Section 7?
- Completed Section 8 if you wish to register / amend your Death Grant Nomination?
- Completed Section 9 to enable your pension and any lump sum to be paid directly into your bank or building society account?

If you can answer yes to all of the above, please return your completed form to the address below.

June 2022

This information can be made available upon request in alternative formats and languages.



**Nottinghamshire
County Council**

The Nottinghamshire Local Government Pension Fund

is administered by Nottinghamshire County Council

Notts LG Pensions Office, Business Support Centre, Nottinghamshire County Council
c/o County Hall, West Bridgford, Nottingham NG2 7QP
0115 977 2727 • nottinghamshire.gov.uk/npf • lgpensions@nottsc.gov.uk