

**The Highland Council Pension Fund**

**Member Retirement Declaration Form**

Please complete this form if you are retiring and claiming your LGPS pension, or if you would like to apply for payment of your deferred pension.

If you are unsure how to complete the form, please telephone us on **01463 702441** and our **Pensions Team** will talk you through the process.

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| **You need to complete this 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   It is extremely important that you complete and return this form as soon as possible. In the absence of a completed form we will have to pay your pension or lump sum assuming that you have exceeded the lifetime allowance, and your pension and lump sum will be taxed in full. |

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| What will happen next? We will pay your pension and any lump sum when we receive:   * your correctly completed form and copies of all relevant documents * pay information from your employer. If you have a deferred (frozen) pension, we already have this information * authority from your employer for redundancy, efficiency, flexible retirement, ill health retirement or retirement with employers consent * if you have paid AVCs, we will require payment of your AVC fund from the provider; they cannot pay us before your retirement date.   We will write to tell you how much your pension and any lump sum will be. If there is a lump sum, we will aim to pay it on your retirement date or as soon after as possible. Pension payments are made on the last working day of each month and we will make your first pension payment on the first possible pension pay date following your retirement. |

## Please email your completed form and all relevant documents to: [pensions.section@highland.gov.uk](mailto:pensions.section@highland.gov.uk)

## Please complete all sections of this form.

We can only pay your benefits after we receive your completed form and all relevant certificates.

**Section 1** Your details

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| --- | --- | --- |
| Full Name | | Title |
| Address | | |
|  | | |
|  | | |
|  | | Postcode |
| Date of Birth | | |
| Daytime Telephone  Number | Mobile  Number | |
| |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |  |  |  |   National Insurance Number | | |
| |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |   Date of Retirement/leaving | | |
|  | | |
| **Section 2** Your next of kin details | | |
| Full name | | Title |
| Address (if different from your own) | | |
|  | | |
|  | | |
|  | | Post code |
| Relationship | | |
| **Have you completed a lump sum death nomination form in the event of your death?**  If not, please visit our website [www.highlandpensionfund.org](http://www.highlandpensionfund.org) to print a lump sum  death nomination form, or tick this box and we will send the form to your home  address. | | |

**Section 3** Identification and partnership status

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| I am single and have never married or entered into a civil partnership  I am legally separated  I am married Date of marriage: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  I have a civil partner Date of civil partnership: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  I have a cohabiting partner  I am a widow/widower or my civil partner has died Date of Death: \_\_\_\_\_\_\_\_\_\_\_\_\_\_  I am divorced Date of Divorce: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  My civil partnership has been dissolved Date of Dissolution: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Please complete and tick the appropriate boxes.**  Your partner may qualify for a pension if you die. This depends on your circumstances and on the rules when you paid into the LGPS. Your cohabiting partner may qualify for a pension if you paid into the LGPS on or after 1 April 2009 and meet certain conditions. You can find out more on our website [www.highlandpensionfund.org](http://www.highlandpensionfund.org) |

**Section 3.1** Proving your identity and partnership status

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| My birth certificate or passport (required in all cases)  My marriage or civil partnership certificate  My decree absolute or civil partnership dissolution certificate  My judicial separation  Death certificate in respect of my husband, wife or civil partner  Other documents (please specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| **Please send us with emailed copies of documents to verify your identity and your partnership status. Do not send original documents where possible.**  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. If you do send original documents we will return them by Royal Mail but receipt cannot be guaranteed. | |
| **Section 4** Converting pension for lump sum | |
| **Do you wish to convert part of your annual pension to receive a tax-free lump sum?**   * For every £1 of annual pension that you give up, you will receive £12 as a tax-free lump sum. * There is a limit to the total tax-free lump sum you can take which is set by HMRC. * HMRC rules mean that you must decide whether to convert pension for lump sum before we calculate your pension. We cannot change the amounts afterwards, so please ensure you are happy with your decision before you send us your form.   **Please tick one option:** | |
| 1. **YES** | **I have already received a quote and I wish to:**  Convert the **maximum** amount of my annual pension to receive the largest tax-free lump sum available to me. |
| 1. **YES** | **I have already received a quote and I wish to:**  Receive a **lump sum** of £\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Please convert as much of my annual pension as possible to achieve this amount. |
| 1. **YES** | **I have already received a quote and I wish to:**  Receive an **annual pension** of £ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Please convert the rest of my annual pension to increase my tax-free lump sum. |
| 1. **NO**   I do not wish to convert any of my pension to lump sum | |
| 5.  **I DO NOT KNOW:**      Please send me an estimate before I make adecision  **If you request an estimate by ticking option 5, we will send your estimate as soon as we can. There may be delay while we wait for information from your employer**. | |

**Section 5** In-house AVCs

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| **Do you have a Local Government in-house AVC fund?**  A Local Government in-house AVC fund is an arrangement whereby Additional Voluntary Contributions are deducted from your salary which are paid to Prudential, our in-house AVC provider.  Please tick the option that applies:    **No** – I do not have a Local Government AVC fund – **Please go to Section 6**    **Yes** – **Please tick one of the options below:** |
| **1. I wish to use my AVC fund to increase my overall tax free lump sum.**     * If you tick this option, we will provide you with an estimate of the maximum   lump sum you could expect to receive. There is a limit to the total tax-free  lump sum you can take which is set by HMRC and you can choose to take  any amount up the maximum limit we calculate.    **2. I wish to use my AVC fund to purchase an annuity to provide pension**  **benefits for myself and my dependents.**   * If you tick this option, we will provide you with an annuity information form   to enable us to request your annuity quotations from Prudential. |
| **If you have an AVC fund we will aim to pay it to you as soon as possible but we cannot calculate or pay your benefits until:**   * We receive your written decision about your AVC. * We receive your fund payment from Prudential. They cannot pay the AVC fund to us without the last payment from your employer, or before your retirement date.   This means that your pension may be delayed after your retirement. If you pay AVCs in your final month, it may take longer for your AVC provider to send us the payment. We will pay your pension as soon as we can once we receive it. |

**Section 6** Other pensions

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| Apart from your state pension, a pension credit or a widow/widowers pension, have you any other occupational or personal pension benefits?  **No** – Please go to section 7 **Yes** – Please go to section 6.1 |

**Section 6.1** Pensions payable before your LGPS pension

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| Do you have any other occupational or personal pension benefits that are already in payment or which will be payable before the day your LGPS pension starts?  **No** – Please go to section 6.2 **Yes** – Please give details below: | | | |
| Name of pension provider | Date pension started / or due to start  **(See note below)** | Current amount of annual pension | Lump sum received  (if any) |
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| **Note:** If you are unsure of the date, please state if it was before or after 06/04/2006 | | | |

**Section 6.2** Pensions payable on the same date as your LGPS Pension

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| Do you have any other pension benefits that will become payable on the same date as your LGPS pension?  **No** – Please go to section 6.3 **Yes** – Please list them below: | | | |
| Name of pension provider | Date pension started / or due to start | Amount of annual pension | Lump sum received  (if any) |
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**Section 6.3** Pensions transferred overseas

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| Have you transferred any pension rights to an overseas pension arrangement after 5 April 2006?    **No** – Please go to section 7 **Yes** – Please give details below including  the amount of crystallised benefits: |
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| **Please refer to notes in Section 7 for more information** |

**Section 7** Lifetime Allowance and Annual Allowance

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| HMRC sets controls on the total amount of pension savings you can make into all pension arrangements and receive tax relief on.  There are two main allowances for pension savings:   * Lifetime allowance, and * Annual allowance.   **Lifetime Allowance** **(LTA)**  If the value of all your pension benefits exceeds the LTA, you must pay tax on the excess. Most people’s benefits are well within the LTA, but under HMRC rules we must assess them. The tax charge would be 55% of the excess lump sum and 25% of the excess pension, plus any PAYE deductions.  The LTA has been steadily reducing since its introduction in 2006. Historical rates can be found on the HMRC website <https://www.gov.uk/guidance/pension-schemes-value-your-pension-for-lifetime-allowance-protection>.  The LTA for the 2017/18 tax year was £1million. From 6th April 2018 the standard lifetime allowance will be index linked and increased in line with the Consumer Prices Index (CPI). Therefore, for 2018/19 the lifetime allowance will be £1,030,000.00 which includes a CPI increase of 3%. Future years will be uprated in the same way and can be found on the HMRC website (link above).  **LTA protection**  There are protections available if you are a high earner affected by the introduction of the lifetime allowance. Information about protecting your pensions can be found on the HMRC website [www.gov.uk/tax-on-your-private-pension/lifetime-allowance](http://www.gov.uk/tax-on-your-private-pension/lifetime-allowance)  If you have applied for LTA protection you will have an HMRC certificate. You should give your pension administrators a copy when any pension is due (including your LGPS pension) . They will take account of the protection when they assess your benefits against the LTA.  **Have you applied for HMRC protection?**  (If you tick this box, please provide me with a copy of you HMRC certificate).  **Annual Allowance (AA)**  Annual Allowance is the amount by which your pension benefits may increase in any one tax year without you having to pay a tax charge. The value of AA is currently set at £40,000. Therefore, if the value of any pension savings in any one year exceeds the AA, the excess will be taxed as income. Most people will not be affected by the AA tax charge as their pension saving will not increase by more than £40,000 or if it does, they are likely to have unused allowance from previous years that can be carried forward. However, if your pension savings do exceed this amount in any one tax year, your pension scheme administrator will inform you no later than 6th October the following year.  **Further information and fact sheets can be found on our forms and publications page of website** [**www.highlandpensionfund.org**](http://www.highlandpensionfund.org/) |

**Section 8** Payment details

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| In order to pay your retirement benefits directly to your bank or building society account, please complete the section below: |
| **I authorise Highland Council to pay my pension credit into the following account:-**  Name of Bank / Building Society  Address of Bank / Building Society  Account Name (e.g. Mr A Smith)  Bank / Building Society Sort Code \_\_ \_\_    Bank / Building Society Account  Number |
| **Section 9** Registration for online pension slips |
| The payroll section provides an online self-service portal called MyView which enables you to view and print your monthly pension advice, as well as other on-line services such as updating your home address, changing bank details and viewing or printing documents such as your P60.  To register for Myview, please enter your email address below:  **Email address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Once you have been set up, you will receive a confirmation email containing instructions on how to use the service.  *You should be aware that to minimise printing and postage cost, this information will only be provided online through Myview.* |
| **Section 10** Declaration |
| **The information I have given in this declaration is correct and complete to the best of my knowledge.**  **Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **This form should be returned by email to** [**pensions.section@highland.gov.uk**](mailto:pensions.section@highland.gov.uk) |