

Pensions Shared Service – Retirement estimate request form
For active members of the Local Government Pension Scheme (LGPS)

This form should be used by active members to request an estimate of the pension benefits available following voluntarily retirement. If you require an estimate of your pension benefits on the grounds of ill health; redundancy/efficiency or flexible retirement or any retirement that requires an extra employer payment then you must contact your HR Service to request the estimate. If you are more than a year away from retirement, please refer to your annual Pension Statement for an idea of what you might expect to receive in the future. You may request an estimate when you are closer to your retirement.

If you require an estimate for a mortgage application or to provide details to a financial advisor - your most recent annual Pension Statement should be adequate for this purpose

Before completing this form, please read the notes overleaf. Please complete in BLOCK CAPITALS and in BLACK INK

In order that we assign this request to your record please provide the following personal details:

Title & Full Name: _____

National Insurance Number: _____

Date of Birth: ____/____/____

Your employer/department/school/section name: _____

Pension Fund: Camden Merton Waltham Forest Wandsworth & Richmond

Name of the post(s) in which you wish to receive a retirement estimate _____

Prospective last day of service to be used for your retirement estimate* ____/____/____

Your estimate will provide you with the amounts you could receive on retirement. If you have strong intentions to retire on this date, or you have already submitted your notice to your employer, then you may also require the relevant claim forms. If this is the case please let us know by ticking the box below:

Please send me the relevant claim forms with my estimate of benefits

Comments: _____

Signed: _____

Dated: ____/____/____

Retiring from the Local Government Pension Scheme (LGPS)

Purpose for which this form will be used

This form, once completed and returned to the Pensions Shared Service, will be used to provide you an estimate of the benefits that may be payable should you voluntarily retire on the date provided. If you are leaving your employment then you should inform your employer as well as the Pensions Shared Service.

Personal Details

Address: _____

Email: _____ Tel No. _____

Relationship Status

- I am single and have never been married or formed a Registered Civil Partnership
- I am married: _____ (date of marriage)
- I am a widow / widower / surviving registered Civil Partner
- I am in Civil Partnership or same sex marriage: _____ (date of registration or marriage)
- I am divorced _____ (date of decree absolute)
- I am judicially separated
- My Civil Partnership has been dissolved: _____ (date of dissolution)
- I was a contributing member of the LGPS on or after 1 April 2008 and my Cohabiting Partner is eligible to receive a Survivor's Pension in the event of my death*. My partner's name is _____

*See <https://lgpsmember.org/more/cohab-partner.php> for more information.

Signed: _____ Dated: ____/____/____

Submitting this form

This form may be submitted by post or email

Address: Pensions Shared Service
PO Box 72351
London
SW18 9LQ

Email: pensions@richmondandwandsworth.gov.uk

Retiring from the Local Government Pension Scheme (LGPS)

Notes

- If you are over the age of 55 and have at least 2 years membership in the scheme, you are eligible to receive pension benefits upon leaving the scheme.
- If you retire earlier than your State Pension Age (SPA) or earlier than age 65 (whichever is later), then your benefits will be reduced to take into account early payment. Details of the reduction factors that may apply can be found here: <https://lgpsmember.org/more/reductions.php>.
- If you were in the scheme before 1 April 2014, you will have your pre 2014 benefits reduced if you are retiring earlier than age 65*.
- If you retire later than your State Pension Age (SPA) or later than Age 65 (whichever is later), then your benefits may be increased to take into account late payment. If you are unsure when your State Pension Age is, please visit: <https://www.gov.uk/state-pension-age>.
- Your benefits must be paid before your 75th birthday, regardless whether or not you have left your employment.
- At the point of retirement you will be given the option to convert part of your pension to receive a tax free** lump sum or if you were a member of the scheme before 1 April 2008 – a larger tax free** lump sum. Your estimate will give details of the maximum tax free** lump sum you are permitted to claim.
- If you have been paying in-house AVCs, you will be provided with a range of options relating to your AVCs at retirement.
- Your estimate is for your information only. This will not be passed on to your employer. The estimate is not a guarantee of any benefit or pension payment. We will confirm your pay and pension scheme membership at retirement and these along with the regulations current at the time of any actual pension entitlement will be used to assess your pension and will override any estimate figures.

*Certain members of the scheme may have protection from reductions on certain components of their pension. Your estimated pension benefits will include any reductions.

**There is a lifetime limit on the total value of pension benefits you can claim before they become subject to a tax charge. In order to determine if you are likely to exceed this limit, known as the lifetime allowance, please use the lifetime allowance quick check tool on the national website for members: <https://lgpsmember.org/more/LTA-quick-check-tool.php>

Further Information

For further information about retiring from the pension scheme please visit <https://lgpsmember.org/thinking-leaving.php>. You can also contact the Pensions Shared Service using the contact details listed on the previous page of this form or telephone on 020 8871 8036.

For more general information about pensions and saving for retirement please visit www.gov.uk/workplace-pensions.