

# Retirement Claim Form (LGP1b)

(All Sections or fields marked\* **must** be completed)

(You can read more information about completing this form in Appendix 1).



## Section 1: About you\*

<b>1</b>	<b>Name*</b>	<input type="text"/>	
<b>2</b>	<b>Date of Birth* (DD/MM/YYYY)</b>	<input type="text"/>	
<b>3</b>	<b>National Insurance number*</b>	<input type="text"/>	
<b>4</b>	<b>Home Address*</b>	<input type="text"/> <input type="text"/> <input type="text"/>	
<b>5</b>	<b>Telephone Number*</b>	<input type="text"/>	
<b>6</b>	<b>Email Address*</b>	<input type="text"/>	
<b>7</b>	<b>I enclose a copy of my birth certificate or passport</b>		<input type="checkbox"/>
	<i>(Merseyside Pension Fund will accept photocopies but will only return original documents by post and is not liable for any original documents that are delayed or lost)</i>		
<b>8</b>	<b>Relationship Status*</b>	<b><i>(Please tick one of the following boxes as applicable)</i></b>	
	I am <b>Married</b> and enclose a copy of my Marriage certificate and a copy of my Spouse's birth certificate.		<input type="checkbox"/>
		<b><i>Signature of your Spouse</i></b>	<input type="text"/>
	I have formed a <b>Registered Civil Partnership</b> with my partner and enclose a copy of the Civil Partnership Schedule and a copy of my Registered Civil Partner's birth certificate.		<input type="checkbox"/>
		<b><i>Signature of your Registered Civil Partner</i></b>	<input type="text"/>
	I am <b>Cohabiting with my Partner</b> . My Cohabiting Partner is <b>eligible</b> to receive a Survivor's Pension in the event of my death, as I left the LGPS on or after 1 April 2008 and our relationship meets all other qualifying conditions. I enclose a copy of my Cohabiting Partner's birth certificate.		<input type="checkbox"/>
		<b><i>Signature of your Eligible Cohabiting Partner</i></b>	<input type="text"/>
	I am <b>Cohabiting with my Partner</b> . My Cohabiting Partner is <b>not eligible</b> to receive a Survivor's Pension in the event of my death, as I left the LGPS before 1 April 2008. I enclose a copy of my Cohabiting Partner's birth certificate		<input type="checkbox"/>
	I am a <b>Widow, Widower or surviving Registered Civil Partner</b> and I enclose a copy of my late spouse or Registered Civil Partner's death certificate as well as my marriage certificate or Civil Partnership Schedule.		<input type="checkbox"/>
	I am <b>Divorced</b> or have <b>Dissolved</b> a Registered Civil Partnership and I enclose a copy of the Decree Absolute or Dissolution Order.		<input type="checkbox"/>
	I am <b>Single</b> and have never been Married or formed a Registered Civil Partnership.		<input type="checkbox"/>

## Section 2: When you wish to claim your pension benefits\*

If you have paid Additional Voluntary Contributions (AVCs) it can take 2-3 weeks for these to be disinvested from your chosen AVC provider which may delay payment of your pension benefits. The Fund will be a position to contact your AVC provider for disinvestment when we have receipt of the AVC election form (LGP55).

**(You must tick boxes 9a, 10a or 11 as applicable)**

<b>9a</b>	I wish to put my deferred benefits into payment <sup>1</sup>	<input type="checkbox"/>	Complete 9b
<b>9b</b>	From what date do you wish to claim these benefits? (DD/MM/YYYY)	<input type="checkbox"/>	Go to Section 3
<b>10a</b>	I am retiring from employment in the LGPS and wish to put these benefits into payment	<input type="checkbox"/>	Complete 10b
<b>10b</b>	From what date do you wish to claim these benefits? (DD/MM/YYYY)	<input type="checkbox"/>	Complete 10c
<b>10c</b>	Reason for retirement from employment in the LGPS	<input style="width: 100%;" type="text"/>	
<b>11</b>	I do not wish to claim my pension benefits yet, but I will contact you at a later date <sup>2</sup>	<input type="checkbox"/>	Go to Section 7

<sup>1</sup>You may have the option to transfer out if you are accessing your pension early, please contact us for more information.

<sup>2</sup>You **must** receive your pension immediately if you are granted flexible retirement aged 55 or over, lose your job because of redundancy or business efficiency aged 55 or over, or if your employer decides to award pension benefits early on grounds of ill health at any age.

## Section 3: Converting Pension to Lump Sum\*

When you take your pension benefits, you can choose to convert part of your annual pension for tax-free lump sum. For every £1 of annual pension, you give up, you will receive a lump sum of £12. You must tell us below if you wish to convert pension for lump sum before your benefits can be paid. HM Revenue & Customs (HMRC) limits the amount of tax-free lump sum you can take when your pension is paid to you. You are advised to request an estimate of annual pension and lump sum payable from your preferred retirement date prior to retirement. Once you have chosen what lump sum and pension to take, you cannot change your decision. If you choose to take your pension benefits before your Normal Pension Age, they will normally be reduced. These actuarial reductions are calculated in accordance with guidance issued by the Government Actuary's Department (GAD) and are reviewed periodically.

**You may wish to seek financial advice before making your decision on converting pension to lump sum.**

**(You can read more information about 'Converting Pension to Lump Sum' in Appendix 2).**

### Have you received an estimate?

**(Please tick one of the following boxes as applicable)**

<b>12</b>	I am claiming my deferred benefits and have received a recent estimate of benefits payable from Merseyside Pension Fund/MyPension Benefit Projector	<input type="checkbox"/>	Complete 14,15 or 16
<b>13a</b>	I am retiring from employment in the LGPS and have received a recent estimate of benefits payable from my employer/Merseyside Pension Fund*	<input type="checkbox"/>	Complete 14,15 or 16
<b>13b</b>	I have <b>not</b> received a recent estimate of benefits payable from my employer or Merseyside Pension Fund and wish to receive one*	<input type="checkbox"/>	Go to Section 4

\*Please Note: If you are an active member a projection from the 'Benefit Projector' on your 'MyPension' online account is NOT an estimate of benefits payable

### Please make your choice below

<b>14</b>	I wish to receive my standard benefits, with NO conversion of pension to lump sum	<input type="checkbox"/>	
<b>15</b>	I wish to convert the MAXIMUM amount of pension to lump sum as per HMRC limits	<input type="checkbox"/>	
<b>16</b>	I want a PARTIAL conversion of pension to lump sum (Provide details in the box below)	<input type="checkbox"/>	

For example, 'I wish to receive a lump sum of £\_\_\_\_\_ and the rest as annual pension', or 'I wish to receive an annual pension of £\_\_\_\_\_ and the rest as a lump sum'

## Section 4: Communicating about your retirement claim\*

We want to keep you fully up to date about your retirement claim in the most secure and convenient manner. We will communicate updates about your retirement claim to your email address supplied in Question 6 in **Section 1**.

If you are already a registered user of 'MyPension' please ensure your contact details and preferred email address is up to date.

**To register to use 'MyPension' please visit [mpfund.uk/register](http://mpfund.uk/register)**

If you don't have online access, tick Box 17 below and we will only communicate with you about your retirement claim by post.

**17** I do not have online access and wish to receive paper communications about my retirement

## Section 5: How we will pay your pension\*

Please provide full details of the bank or building society account where you want us to pay your pension benefits. We are unable to make payments to a Post Office National Savings Account.

**18** Name of the account holder\*

*(Exactly as it appears on statements)*

**19** Name of bank or building society\*

**20** Address of bank or building society\*

  
  

**21** Sort code\*

*(Please tell us all 6 numbers)*

**22** Account number\*

*(Please tell us all 8 numbers)*

**23** Roll Number

*(Building Societies only)*

**PLEASE NOTE: The information entered onto this form is subject to verification checks, therefore please ensure the correct information is provided.**

### Payment overseas

If you would like your pension paid into an overseas account, please complete on a separate sheet of paper the following information: the SWIFT code, IBAN (Europe only), Account number, BSB/Routing code and the Name and Address of your bank.

## Section 6: Pension Benefits Declaration\*

The Government limits the amount of tax-free cash that can be paid to, or in respect of you, from registered pension schemes. If you wish to take a lump sum, we need to know about any pension benefits you have taken previously, to ensure you do not exceed these limits. Although most members will not be impacted by the limits, we must carry out the checks for everyone.

**PLEASE NOTE: We do not need to know about your state pension or any dependents pensions.**

**24** Have you previously contributed to a Public Sector Pension Scheme before 1 April 2012?      Yes  *Go to 25*      No  *Go to 25*

### Pensions not yet in payment

**25** Do you have deferred pension benefits not yet in payment?      Yes  *Complete below*      No  *Go to 26*

Name of Pension Provider	Current Gross Annual Pension £	Total Pension Pot or Gross Lump Sum £

### Pensions you are currently paying into

**26** Are you currently contributing to another pension scheme?      Yes  *Complete below*      No  *Go to 27*

Name of any current pension providers


### Pensions currently in payment

**27** Are you already in receipt of other occupational or personal pension benefits?      Yes  *Complete the table overleaf*      No  *Go to 28*

Please detail the **lump sums** you have previously taken indicating the period in which this was paid (Includes Serious Ill Health and Stand-Alone Lump Sums).

**PLEASE NOTE: For lump sums paid between 6 April 2006 and 5 April 2024 you must also confirm the Lifetime Allowance (LTA) used (your previous pension provider will be able to confirm this information should you not have it at hand):**

Name of Pension Provider	Amount of <u>tax-free</u> lump sum taken £	PLEASE COMPLETE THE COLUMN THAT APPLIES			
		Paid between 6 April 2006 and 5 April 2024		Paid after 5 April 2024	
		Date Paid (DD/MM/YYYY)		Date Paid (DD/MM/YYYY)	
		LTA % used			
		Date Paid (DD/MM/YYYY)		Date Paid (DD/MM/YYYY)	
		LTA % used			
		Date Paid (DD/MM/YYYY)		Date Paid (DD/MM/YYYY)	
		LTA % used			

If you have any Transitional tax-free certificates or relevant Benefit Crystallisation Event certificates, please can you provide photocopies with this claim form.

Please provide the current value, before tax, of all pensions in payment which you were in receipt of before 6 April 2006.

Name of Pension Provider	Current amount Annual Pension £	Date initially paid (DD/MM/YYYY)

### Overseas Pension Transfers

28 Did you transfer any UK pension benefits to an overseas pension scheme before 5 April 2024? Yes  Complete below No  Go to 29

Amount Paid £  Date Paid (DD/MM/YYYY)

### Protections

29 Do you have any Lifetime Allowance (LTA) protections? Yes  Complete below No  Go to 30

Type of LTA protection	HMRC reference number

30 I confirm the information I have supplied in this section is accurate and correct to the best of my knowledge. I understand if inaccuracies in this information lead to me owing tax, I will be wholly and personally liable for paying the tax charge and any penalties from HM Revenue & Customs (HMRC).

Signature\*

Date (DD/MM/YYYY)\*

## Section 7: Death Grant Expression of Wish\*

A Death Grant may only be paid if your death occurs before your 75th birthday. You can nominate one or more individuals, whether related to you or not, and/or an unincorporated or incorporated body, to receive a share of your Death Grant. Although Merseyside Pension Fund has the greatest regard to your wishes, it is **not** legally bound by them. The Fund has absolute discretion to pay the death grant to a member's nominee or personal representative or any other person who appears to have been a relative or dependant.

*(You can read more information about your 'Death Grant Expression of Wish' in Appendix 3).*

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I wish Merseyside Pension Fund, in the exercise of its absolute discretion, to consider paying any lump sum death benefit under the Local Government Pension Scheme, to the following individual(s) or organisation(s) and, if more than one, in the following shares.

*If you wish to nominate more than 3 beneficiaries, please complete on a separate sheet of paper*

Name & Address	Phone No. Or Email	Relationship If any	Date of Birth If under 18	Share of Benefit %
<b>TOTAL</b>				<b>100%</b>

If there is any information which you feel we should be aware of, or feel is relevant to your wishes regarding payment of any death grant, please provide details in the box below.

You may wish to keep a copy of this section for your records.

## Section 8: Declaration\*

By signing this declaration, you agree that:

- the beneficiary details given in your 'Death Grant Expression of Wish' in Section 7 are correct to the best of your knowledge
- the information you have given on this form is correct and complete to the best of your knowledge, and
- if further tax becomes payable because the information that you have provided is proven to be incorrect, then you will be wholly and personally liable for the tax charge due and resultant penalty as may be imposed by HM Revenue & Customs (HMRC), and
- if you use the tax-free lump sum that you receive from the Local Government Pension Scheme to significantly increase contributions to one of more registered pension schemes (also known as recycling of lump sum), you may be liable to tax charges and surcharges by HMRC, and
- your decision regarding 'Converting Pension to Lump Sum' in Section 3 is final and cannot be changed

Signature\*

Date\* (DD/MM/YYYY)

### IMPORTANT:

Please provide a copy of your birth certificate or passport to prevent a delay in receiving payment of your pension.

Please complete this form and return to:  
Merseyside Pension Fund, 43 Castle Street  
Castle Chambers, Liverpool L2 9SH  
Email: mpfadmin@wirral.gov.uk

## Appendix 1: Notes on completing the Retirement Claim form

Please read these notes carefully as they contain important information about your retirement.

By completing the Retirement Declaration form, you will provide Merseyside Pension Fund with the information needed to calculate and pay your Local Government Pension Scheme (LGPS) benefits accurately and promptly. Failure to complete all mandatory sections will result in a delay to the payment of your benefits.

A statement of your retirement benefits will be sent to you once the Fund has received all relevant information concerning your retirement, from both yourself, and your employer. Please remember to enclose all relevant certificates and **in all cases, please include a copy of either your birth certificate or the relevant page displaying your date of birth from your passport.**

**You must complete Section 3 to either decide to give up some annual pension to increase your lump sum, or to request further details from us. Merseyside Pension Fund recommends that you seek independent financial advice before electing to convert any of your annual pension, as once an election has been made it cannot be changed under any circumstances.**

Payment of your lump sum retirement grant and monthly pension will be made by direct credit to your bank or building society. Please complete your bank or building society account details in **Section 5**.

**'Section 6 Pension Benefits Declaration'** Since 6 April 2006, members are required to declare all occupational and personal pension entitlement (please ignore any state, spouse's or dependant's pensions).

**If you retain pension benefits with another Public Sector Pension Fund with membership before 1 April 2012, your pension may require recalculation. If the "Final Salary" link has been maintained and it is advantageous to you, the Fund will inform you of any recalculated pension benefits in your favour. Please inform the Fund of any applicable Public Sector Pension membership start and end dates for the fund to assess any financial implications for you.**

It is possible for you to make contributions to Medicash directly from your monthly pension. If you wish to do so, please contact Medicash directly on **0151 702 0265**.

## Appendix 2: Converting Pension to Lump Sum

All members whose employment ceased **after 31 March 1998**, can increase their **tax-free** lump sum retirement grant by giving up part of their annual retirement pension subject to His Majesty's Revenue & Customs (HMRC) limits.

- The lump sum is increased by **£12** for every **£1** of annual pension given up
- The maximum lump sum allowed is **25%** of the Total Capital Value of your pension benefits

As a guide, the Total Capital Value of your pension benefits (before conversion) is calculated as:

- Annual Pension x 120/7 plus Lump Sum x 10/7

**If you have an in-house AVC Fund, this will impact on the maximum amount of pension that can be converted to lump sum.**

### Example (for illustrative purposes only)

The example shown below illustrates the maximum possible conversion of annual pension into lump sum. You may wish to give up a smaller amount of annual pension or receive a specific annual amount of pension - with the excess being converted to a lump sum, or not give up any pension at all.

**The initial Annual Pension and Automatic Lump Sum figures used in this example are for illustrative purposes only.**

To use this formula to determine your own potential benefits, you should use your own expected Annual Pension and Lump Sum figures. **Your final benefits may vary from the amounts shown below.**

Annual Pension	£5,000.00	x	120/7	=	£85,714.29
Automatic Lump Sum	£15,000.00	x	10/7	=	£21,428.57
<b>Total Capital Value of Benefits</b>				=	<b>£107,142.86</b>
The maximum lump sum is limited to 25% of the Total Capital Value				=	<b>£26,785.72</b>
Extra lump sum available				=	<b>£11,785.72</b>

**How do I calculate the annual pension I would give up to provide the maximum lump sum?**

Extra lump sum available	£11,785.72	÷	12	=	£982.14
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**The final benefits payable after a full conversion would be:**

Annual Pension	£4,017.86
Tax-free lump sum	£26,785.72

#### **Please Note:**

The Fund is obliged to pay a Guaranteed Minimum Pension and, in some cases, this may restrict the amount of pension that can be given up.

Any reduction to your own pension to increase your tax-free lump sum, will not reduce any subsequent dependant's pension which may become payable upon your death.



## Appendix 3: Your Death Grant Expression of Wish

1. If you die whilst you are a contributing member of the Local Government Pension Scheme (LGPS), a tax-free lump sum death grant of three times your assumed pensionable pay at your date of death is paid, no matter how long you have been a member of the Scheme, provided you are under age 75 at the date of death.
2. If you die after leaving the Scheme, but before you take your pension (i.e. a deferred member) and before your 75th birthday, the amount payable will depend on when you left:
  - if you left after 31 March 2008 – five times your deferred annual pension is paid
  - if you left before 1 April 2008 – three times your deferred annual pension is paid
3. If you die whilst in receipt of your pension, a Death Grant may only be paid if your death occurs before your 75th birthday. The amount payable will depend on when you left and the amount of pension you have already received:
  - If you left before 1 April 2008 and you die within five years of receiving your pension, the death grant payable is equal to five times the value of your annual pension less the pension we have already paid to you.
  - If you left between 1 April 2008 and 31 March 2014 and you die within ten years of receiving your pension, the death grant payable is equal to ten times the value of your annual pension less the pension already paid to you.
  - If you left on or after 1 April 2014 the death grant payable will be equal to ten times the value of your annual pension less the pension already paid to you plus any additional lump sum taken by giving up some of your career average based pension.
  - If you left before 1 April 1998 – the calculation is more complex.

*Please Note: If when you die, you are an active member and also a deferred or pensioner member, the death grant payable is the higher of the amount calculated in either 2. and 3. above, or three times your Assumed Pensionable Pay in your active employment.*

4. You can nominate one or more individuals, whether or not related to you and/or an unincorporated or incorporated body, to receive a share of your Death Grant. In the absence of a valid nomination, the payment would normally be made to your spouse, Registered Civil Partner or eligible cohabiting partner. If you are not married/in a registered civil partnership or do not have an eligible cohabiting partner, it would be paid to your personal representative as established by the Probate Registrar.
5. If a child is nominated who is under 18 at the time of your death, any Death Grant will be paid into an account set up by a legal guardian for the child.
6. If you do not specify the share of benefit, the Fund will contact you for further clarification.
7. Although Merseyside Pension Fund has the greatest regard to your wishes, it is not legally bound by them. The Fund has absolute discretion to pay the death grant to a member's nominee or personal representative or any other person who appears to have been a relative or dependant. Where a valid nomination does not exist, the Fund will pay the grant as it sees fit to such persons who appear to have been a relative/dependant at the time of death.
8. A Death Grant is usually paid to whoever you have nominated, but nominations will be treated by the Fund as not being in force at the time of the member's death if:
  - the nominated beneficiary has died
  - the Fund is of the opinion that payment of the death benefit to the nominated beneficiary is not reasonably practicable in all the circumstances
  - the nominated beneficiary is a former spouse from whom you have since divorced or a former Registered Civil Partner where the partnership has been dissolved (if you wish to nominate a former spouse or Registered Civil Partner, please complete a new nomination form which is dated after the date of divorce or dissolution).
9. In the event of both you and your spouse/partner/beneficiary dying at the same time, you could make provision in Section 7 by clearly stating who you would like to nominate should that unlikely event occur.