|  |
| --- |
| **Office Use Only: «IDENT2»** |

#### What is the purpose of this form?

This form provides Pension Services with all the information required to process the payment of your Oxfordshire LGPS pension benefits, including.

* Your decision on how you want your pension benefits paid
* To check and apply His Majesty’s Revenue and Customs (HMRC) tax rules on limits to pension savings
* To check pension benefits against the old Lifetime Allowance and the new Lump Sum Allowances at the date your benefits are paid. For further information on Lifetime Allowance please visit [www.lgpsmember.org](http://www.lgpsmember.org)

If you delay returning this form and your supporting documents, or do not complete all the sections, it may hold up payment of your pension benefits, which may also result in tax charges.

#### When should I complete this form?

You should complete this form no more than **6 months** before your retirement date, following one of scenarios below:

1. Voluntary retirement at your normal pension age or later, up to age 75

2. Early retirement from age 55, before your normal pension age

3. Retirement following your employer’s decision to end your employment (Redundancy, Efficiency, Flexible, Ill health)

There is more guidance on [choosing your Retirement Date](#_Retirement_Date_Guidance) on page 11.

#### Can I have a retirement quote?

If you would like an estimate of your pension benefits, you can do this in your member self-service account ***My Oxfordshire Pension*** <https://oxfordshire.pensiondetails.co.uk/>

If you have a Local Government AVC fund, have passed your Normal Pension Age, are a pension credit member, a councillor, or you have opted out of ***My Oxfordshire Pension***, please contact Pension Services in writing to request an estimate confirming the date you intend to retire.

#### What happens next?

1. We will need to collect information required to pay your pension benefits from both you and your employer if you are retiring from active employment. We will need:

***From you****:*

* Your completed Retirement Declaration Form and copies of supporting documents. Please upload the documents via your [***My Oxfordshire Pension***](https://oxfordshire.pensiondetails.co.uk/) account (see below for link), as this is the quickest and most secure method.
* If you are retiring before your Normal Pension Age (NPA), your written request confirming the date you want to draw your LGPS pension benefits. **You must give Pension Services 3 month’s written notice of the date you wish to retire and take your pension benefits under the LGPS regulations**. **Any requests received within 3 months will be refused.**
* If you want to take your pension as a lump sum under the Trivial Commutation Lump Sum rules, we will need the completed Trivial Commutation Lump Sum Application Form.
* Parts 2&3 of your P45 (if applicable)

***From your employer:***

* If you are retiring from active employment, we will need leaver information from your employer’s payroll department, providing your final salary information. This cannot be provided until your last salary payment has been processed (not applicable if you are a deferred member)
* If you are leaving on Redundancy, Efficiency, Ill health or requesting Flexible retirement, confirmation of the reason for leaving, with your employer’s decision about entitlement to an immediate payment of pension. This is usually supplied by your employer’s HR department.
1. Once all the above information is received, we will complete the calculations and contact you to confirm the pension benefits payable. If there is any unforeseen delay, we will let you know.
2. We will pay your lump sum retirement grant (if selected) as soon as possible.
3. Payment of your first pension payment will be made on the last working day of the month after your retirement date, subject to the payroll deadlines described below.

**Our payroll deadline is the 10th of each month, if we receive information after this date, payment of your pension will begin at the end of the following month. This deadline will not delay paying your retirement grant. We cannot process payment of your pension benefits without all the required information.**

#### How to return your completed documents

Please upload your completed form(s) and documents to

***My Oxfordshire Pension*** <https://oxfordshire.pensiondetails.co.uk/>

Alternatively, you can send your documents via e-mail or post to

**Address** Oxfordshire Pension Fund,

4640 Kingsgate,

Cascade Way

Oxford Business Park South, OX4 2SU

**E-mail** pension.services@oxfordshire.gov.uk

**Telephone** 03300 241 359 (option 1)

**Information is also on our website** [**www.oxfordshire.gov.uk/pensions**](http://www.oxfordshire.gov.uk/pensions)

|  |
| --- |
| **Disclaimer** |
| Any values quoted in earlier estimates would have been based on the information held at that time. Once you have completed this form and returned it to the Oxfordshire Pension Fund with the supporting documents the amounts originally quoted may be different.As the Administering Authority of the Fund, we hold securely, certain information about you (“personal data”), which we need to administer the Fund. The information is provided by yourself and your employer. If you believe the information, we hold is incorrect contact Pension Services. You will find more details and the full privacy notice on [www.oxfordshire.gov.uk/cms/content/administration-and-performance](http://www.oxfordshire.gov.uk/cms/content/administration-and-performance) You are welcome to contact Pension Services with any questions about how we use and or share your information, find out more about your rights or to see what information we hold. |

|  |  |  |
| --- | --- | --- |
| **Section** | **Description** | **Page** |
| [1: Personal Data](#_Section_1:_Personal) | We need to ensure our data is kept up to date and accurate when we need to contact you. Employer details can be found on your Annual Benefit Statement if you are unsure. **Date of retirement** is the date you are intending to draw your pension, this may be different to your date of leaving employment. Please refer to the early request for payment notes at the end of this document. | 5 |
| [2: Partnership Status Declaration](#_Section_2:_Partnership) | We need photocopies of your birth certificate or passport to pay your benefits correctly. The best and most secure way is to upload these on ***My Oxfordshire Pension.*** We do not need documents to support your partnership status to pay your benefits, however it is useful. | 6 |
| [3: Bank/Building Society Details](#_Section_3:_Bank) | Please ensure you insert the correct details here to avoid further delays to payment. If you have an **overseas bank account**, please contact us as you will need to complete a separate form. | 6 |
| [4: Convert Pension to Additional Lump Sum](#_Section_4:_Convert) | You can convert some of your pension to provide an additional tax-free lump sum up to a maximum of 25% of your fund value. If you are unsure on what you can expect, your annual benefit statements give you an indication of the maximum values or log into your online portal ‘My Oxfordshire Pension’ where you can calculate your own projection. If you are still unsure, please contact us requesting a retirement quotation, before making your decision.  | 7 |
| [5: Additional Voluntary Contribution (AVC) Options](#_Section_5:_Additional) | If you have a Local Government AVC fund, you will need to confirm if or how you would like to use your AVC fund. You will also need to complete the AVC risk warning found at the end of this document. | 7 |
| [6: Lifetime Allowance/Lump Sum Allowances](#_Section_6:_Previous) | We must carry out a check of any Lifetime Allowance/Lump Sum Allowance you have used before starting to pay these benefits, also known as ‘crystallising’, under the HMRC rules. Please read this section carefully and confirm if any of the options apply to you. You may need to contact your previous pension scheme administrator for any information you require to complete this section. **Please see accompanying guidance notes of how to complete the previous benefits declaration section of the form on pages 12-13.** | 8-10 |
| [7: Protection and Lifetime Allowance](#_Section_7:_Declaration) | If you have registered for Enhanced or Individual protection on your Lifetime Allowance, please tick this box and provide a copy of the registration certificate | 10 |
| [8: Declaration](#_Section_8:_Declaration) | Check the information you have given on the form is accurate and sign and date to confirm | 10 |

**Please let us know if you need this form or any other information in a different format.**

**Section 1: Personal Data**

|  |  |
| --- | --- |
|  |  |
| Full Name |  |
|  |
| NI Number |  |
|  |
| Date of Birth |  |  |  |  |  |  |  |  |
|  | D | D |  | M | M |  | Y | Y |
|  |
| Home Address | Post Code: |
|  |  |
| E-mail Address |  |
| Please only use a personal e-mail address. This will be used for correspondence and to enable you to log onto ‘My Oxfordshire Pension’ – your online connection.  |
| Telephone Number | Home: | Mobile: |
|  |
| Employer or Former Employer |  |
|  |  |
| **Payroll Reference** (if taking more than one pension with the same retirement date and the same payment option please list **all** payroll references) |  |
|  |  |
| Date of Retirement (\*refer to the [Retirement Date Guide](#_Retirement_Date_Guidance_1))  |  |

|  |
| --- |
| **Egress Switch**Egress Switch is a secure e-mail solution implemented by Oxfordshire County Council to permit the sharing of personal or sensitive information to an e-mail address outside Oxfordshire County Council public service network (PSN). Messages and attachments are securely encrypted meaning that unauthorised or unintended recipients are unable to see any information.If you prefer not to use Egress, we can upload most of your correspondence securely to ***My Oxfordshire Pension***. Sign up here <https://oxfordshire.pensiondetails.co.uk/> |

**Section 2: Partnership Status Declaration**

You must supply proof of your date of birth to enable us to pay you your benefits **(we only accept a birth certificate or passport)**. Please only send **photocopies** of your documents. We cannot be held responsible for any loss of original documents.

|  |  |
| --- | --- |
| Please tick as appropriate |  |
| [ ]  | I am unmarried and have never been married |
| [ ]  | I am married. I enclose a photocopy of my birth/adoption certificate or passport and marriage certificate. |
| [ ]  | I am in a civil partnership. I enclose a photocopy of my birth/adoption certificate or passport and civil partnership certificate. |
| [ ]  | I am a widow/er. I enclose a photocopy of my birth/adoption certificate or passport and death certificate of my partner. |
| [ ]  | I am divorced. I enclose a photocopy of my birth/adoption certificate or passport and decree absolute. |
| [ ]  | My civil partnership has been dissolved. I enclose a photocopy of my birth/adoption certificate or passport and the decree dissolving the civil partnership. |
| [ ]  | I have nominated my co-habiting partner and have already provided the relevant documents to Pension Services.  |
| [ ]  | I am living with my partner. I enclose a photocopy of my birth/adoption certificate or passport  |
| [ ]  | I cannot find my marriage/partnership certificates. I will send them in at a future date.  |

**Section 3: Bank / Building Society Details**

You must complete an additional form if your pension is to be paid into an overseas bank account. Please complete the rest of this form but tick the box to receive the relevant form **[ ]  ().**

* The sort code is a 6-digit number found on your bank card
* The account number is an 8-digit number. If your account number is not eight digits, please contact your branch to confirm before completing the form
* For Building Society accounts, please check with your branch if they use a Building Society Bank Account number / Reference number

|  |
| --- |
| **BANK DETAILS** |
| Name of Bank / Building Society |  |
| Name(s) of Account Holder(s) |  |
| Sort Code |  |  | - |  |  | - |  |  |
| Account Number  |  |  |  |  |  |  |  |  |
| Building Society’s Bank Account Number |  |

**Section 4: Convert Pension to Additional Lump Sum**

**Please tick one of the following 3 options**

* **1)** **Convert pension to** t**ake the maximum lump sum -** I would like to convert the maximum permitted amount from my annual pension to a tax-free additional lump sum.
* **2) Convert some pension to take a specified Lump Sum amount -** I would like a lump sum of £\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

If you request a higher amount than the regulations permit, we will pay the maximum allowed.

* **3) Take standard benefits -** I do not want to convert my annual pension to provide an additional lump sum.

**Section 5: Additional Voluntary Contribution (AVC) Options**

**Please tick one of the following 6 options**

* **1) No AVC Fund** - I do not have a Local Government in-house AVC plan linked to any LGPS fund
* **2) Take a tax-free lump sum** – you can take up to 100% of your AVC plan as a tax-free lump sum if taken at the same time as your main scheme pension provided, when added to any LGPS lump sum, it does not exceed 25% of the overall value of the LGPS benefits (including the AVC plan) or 25% of your available lifetime allowance.
* **3) Buy a top-up LGPS pension** – you can use some or all your AVC plan to buy a top-up pension from the LGPS. Note if you started paying AVCs before 1 April 2014, you can only do this option if you take immediate payment of your LGPS pension benefits when you leave employment.
* **4) Buy an annuity through the Prudential and or Legal and General**. We will ask Prudential and or Legal and General to contact you with your options on the annuities available.
* **5) I would like to buy one or more annuities** from an insurance company, bank or building society of my own choice at the same time as taking my main scheme benefits
* **6) I would like to leave my AVC plan invested and take it later -** if you have a pre-2014 AVC plan you can elect to defer taking your AVC any time before your 75th birthday. By doing this you can only take up to 25% of the AVC fund as a tax-free lump sum and would be obliged to buy one or more annuities from an insurance company, bank or building society with the remainder. If you defer taking your AVC when you take your main scheme pension and, provided the conditions set out in the transfer section of this guide are met, you have a statutory right to transfer out your AVC plan up to the eve of your 75th birthday.

**Note: If you started paying AVC after 31 March 2014 or have a protected post 2014 AVC plan, you** **must** take your AVC at the same time as you take your LGPS pension benefits (limited exception of some flexible retirements)

**Once your decision on AVCs has been submitted to Oxfordshire Pension Fund it cannot be changed. If you are not sure, please take financial advice before sending us your form.**

**Section 6: Previous Pension Benefits Declaration**

The Government limits the amount of tax-free cash you can take from a registered pension scheme. If you wish to take a lump sum when you take your pension, we need to know about any pension benefits you have taken previously to check you don’t exceed the lump sum limits. Although most members will not be affected by the limits, we must carry out the checks for everyone. **There is more guidance on completing this section on page 12.**

It is important that you provide the correct information as failure to do so may have tax implications. Your previous pension providers will be able to provide you with information relating to your other pensions.

**We do not need to know about your state pension, or any dependant’s pensions you are receiving**.

1. **Taking a lump sum**

Q1. Are you taking a tax-free lump sum?

|  |  |  |
| --- | --- | --- |
| **Yes** |  | **If you are taking a tax-free lump sum, go to Q2** |
|  |  |  |
| **No** |  | **If you are not taking a tax-free lump sum, go to section 8** |

Q2. Do you hold a transitional tax-free amount certificate (TTFAC)?

|  |  |  |
| --- | --- | --- |
| **Yes** |  | **Attach a copy and tell us about any lump sums you have received since it was issued in section B** |
|  |  |  |
| **No** |  | **If you don’t hold a TTFAC, go to Q3**  |

Q3. Have you taken payment of any pension benefits before?

|  |  |  |
| --- | --- | --- |
| **Yes** |  | **Tell us about all the pension benefits you have taken in section B** |
|  |  |  |
| **No** |  | **If you have not taken payment of any pension benefits before, go to section D** |

1. **Previous pension benefits**

Use this section to tell us about the pension benefits you have taken previously. The information we need depends on when your pension benefits were first paid to you. Only complete the sections that are relevant to you.

1. **Lump sums paid from 6 April 2024**

For pension benefits paid from 6 April 2024, we only need to know about any tax-free lump sums you have been paid. In this section, tell us about:

* pension commencement lump sums (PCLS) – these are tax-free lump sums you take when you start taking a pension
* uncrystallised funds pension lump sums (UFPLS) – this is a type of lump sum paid from a defined contribution scheme. Only tell us about the tax-free part of the lump sum in this section.

|  |  |  |
| --- | --- | --- |
| **Pension provider** | **Date paid**  | **Amount of tax-free lump sum paid**  |
|  |  |  |
|  |  |  |
|  |  |  |

1. **Pensions and lump sums paid between 6 April 2006 and 5 April 2024**

For these pension benefits, we need to know the percentage of lifetime allowance (LTA) used. The pension provider that pays the benefits to you will have notified you of this. If you do not have this information, provide the amount of yearly pension at the date it was first paid, and any tax-free lump sum paid. If you took an UFPLS, tell us about this in the last column - include the whole UFPLS amount i.e. the taxable and tax-free amounts.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Pension provider**  | **Date first paid** | **LTA %** | **Yearly pension** | **Tax-free lump sum** | **Total UFPLS**  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

1. **Pensions first paid before 6 April 2006**

If you took payment of pension benefits before 6 April 2006, we need to know the amount of yearly pension you are currently being paid.

|  |  |  |
| --- | --- | --- |
| **Pension provider** | **Date first paid** | **Current amount of yearly pension** |
|  |  |  |
|  |  |  |

1. **Other lump sums and transfers**

|  |  |
| --- | --- |
| **Have you ever been paid a Serious ill health lump sum?** | **YES / NO**  |
| **If yes, provide the amount and date paid** | **Date:** | **Amount:** |
| **Have you ever been paid a stand-alone lump sum?** | **YES / NO** |
| **If yes, provide the amount and date paid** | **Date:** | **Amount:** |
| **Did you transfer any UK pension benefits to an overseas pension scheme before 6 April 2024?**  | **YES / NO** |
| **If yes, provide the amount and date paid** | **Date:** | **Amount:** |

1. **Tax-free lump sum being paid on the same day**

|  |  |
| --- | --- |
| **Are you taking another tax-free lump sum on the same day as your LGPS tax-free lump sum is payable?****If yes, please give details below, please also state the order in which you wish the lump sums deemed to be paid:** | YES / NO |
| **Pension provider** | **Amount of tax-free lump sum paid** | **Order of lump sums being taken** |
|  |  |  |
|  |  |  |
|  |  |  |

**Section 7: Lifetime allowance (LTA) protections and enhancements**

If you have any LTA protections or enhancements, tell us about them below:

|  |  |
| --- | --- |
| **Type of LTA protection / enhancement** | **HMRC reference number**  |
|  |  |
|  |  |

**Section 8: Declaration**

Before signing this declaration, please read the following statements sign and date to confirm that you fully understand and agree to them:

|  |
| --- |
| * I have read the notes and completed this form. The information I have given is correct and complete to the best of my knowledge.
 |
| * I authorise Pension Services to make payment of my pension and lump sum in line with my decisions in section 4 and 5 to be paid into my bank account confirmed in section 3.
 |
| * I understand that I cannot change the decisions I have made on this form once Pensions Services has received and processed the form.
 |
| * I will not use my retirement lump sum to contribute to one or more registered pension schemes, in breach of HMRC recycling rules\*
 |
| * 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.
 |
| Signed: …………………………………………………… Date…………………………………. |
| \*If you intend to use part or all 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 more on the HMRC website [www.hmrc.gov.uk/pensionschemes](http://www.hmrc.gov.uk/pensionschemes)  |

###

### Retirement Date Guidance

1. **Immediate payment of pension benefits**

If you are an active member, your date of retirement or pension start date is **the day after your date of leaving** if

* Your employer has approved ill health retirement
* You are over age 55 and your employer has approved redundancy, efficiency, or flexible retirement,
* You have reached or passed your Normal Pension Age (check your Annual Benefit Statement or My Oxfordshire Pension to find your Normal Pension Age).

If you are a deferred member, the date of retirement or pension start date is **your Normal Pension Age**.

1. **Request for early or late payment of pension benefits**

You can choose to take early payment of your pension from age 55, without seeking agreement from your employer or former employer.

Under the LGPS regulations, you must provide Pension Services with **at least 3 months written notice** of the date you would like your pension to be brought into payment. If we receive your request within 3 months of the date you have chosen, it will be moved to 3 months from the date we receive your written request.

If you take your pension early between age 55 and 60, your pension and any automatic lump sum will be reduced, and your choice overrides any protections you may have built up by previous scheme membership or under earlier regulations.

If you take your pension early between age 60 and 65 or your state pension age, there may be reductions to your pension, but you may also keep some protections for an unreduced pension. (Subject to whether you meet the former 85-year rule on your pre-April 2014 membership). If you have pre-April 2014 protections, the reductions may be less.

You can find a table of early retirement reductions on the LGPS Member Website

[www.lgpsmember.org](http://www.lgpsmember.org)

If you left employment after 31 March 1998, you could opt to defer payment of your deferred benefits until anytime up to age 75. To request payment of your pension, you will need to provide Pension Services with at least **3 months written notice** of the date you would like your pension to be brought into payment. If we receive your request within 3 months of the date you have chosen, it will be moved to 3 months from the date we receive your written request.

If you have a deferred pension due to opting out of the LGPS but have not left that employment, you cannot request early payment of your pension.

### Completing Section 6 - Previous Pension Benefits Declaration Form Guidance

These notes will help you complete the previous pension benefits declaration form.

**Lump sum allowances**

Two lump sum allowances were introduced from 6 April 2024. These are:

1. Lump Sum Allowance (LSA). The LSA is £268,275. It is the amount of tax-free lump sum you can take across all your pensions.
2. Lump Sum and Death Benefit Allowance (LSDBA). The LSDBA is £1,073,100. It limits the amount of tax-free cash across all your pensions when you die.

If the total of all lump sums you take from UK pensions is more than one of these allowances, you will have to pay extra tax. Tax on any excess is charged at your marginal rate.

Most members will not be affected because the maximum lump sum they can take is much lower than the allowances. If you have built up a large pension in the LGPS or a different scheme, the new allowances may affect you.

There are special rules for members with existing HMRC protection from LTA charges. The LSA and LSDBA are increased if a member holds a valid LTA protection.

You can find more information about the lump sum allowances at [https://www.lgpsmember.org/your-pension/the-essentials/tax](https://www.lgpsmember.org/your-pension/the-essentials/tax/).

**Pension terms explained**

**Dependant’s pension**

This is a pension paid to you, as a dependant, when a pension scheme member dies eg when your partner or spouse dies. You do not need to tell us about these pensions on the declaration form.

**Section 6A**

**Transitional tax-free amount certificate (TTFAC)**

If you took payment of a pension or lump sum before 6 April 2024, these payments will have used up part of your lump sum allowances. Under HMRC rules, we must assume that you took the maximum lump sum allowed.

If you took less than the maximum lump sum allowed, you can get a transitional tax-free amount certificate. The certificate sets out the total lump sums you have received. We will then use these amounts to calculate how much of the lump sum allowances you have used, rather than assuming you have taken the maximum amount. For most members, a TTFAC will have no effect on the lump sum they can take from the LGPS. The allowances will generally only affect members who have built up very large pensions.

If you hold a TTFAC, you do not need to tell us about pensions or lump sums taken before 6 April 2024. You must send the TTFAC with your declaration form.

If you are thinking about applying for a transitional tax-free amount certificate, you may wish to seek specialist independent financial advice. Some members could be worse off if they apply than they would be without a certificate.

You must apply for a certificate before you take a pension lump sum after 6 April 2024. Please contact us if you would like more information about the application process in the LGPS.

**Section 6B – Previous pension benefits**

**Lifetime allowance % (LTA)**

Before 6 April 2024, the lifetime allowance limited the total amount of pension benefits a person could have before they paid extra tax. The lifetime allowance has now been replaced by the new lump sum allowances.

If you took payment of pension benefits before 6 April 2024, you will have used up LTA. Unless you hold a TTFAC, you should tell us the percentage of LTA you have used for any pensions and lump sums taken between 6 April 2006 and 5 April 2024. The pension scheme that pays/paid these benefits to you will have notified you of this. If you do not have this information, tell us the amount of yearly pension at the date it was first paid, and any tax-free lump sum paid.

If you took an UFPLS before 6 April 2024, tell us the LTA% used or the whole UFPLS amount i.e. the taxable and tax-free amounts paid.

If you took an UFPLS from 6 April 2024, we only need to know about the tax-free amount. Enter this in the ‘Lump sums paid from 6 April 2024’ table.

**Section 6C – Other lump sums and transfers**

You do not need to complete this section if you hold a TTFAC.

**Serious ill health lump sum**

A lump sum paid where your life expectancy is expected to be less than one year.

**Stand-alone lump sum**

A special type of lump sum paid to individuals who, on 5 April 2006, had the right to have all their pension scheme benefits paid as a tax-free lump sum. These are not common and are not payable from the LGPS.

**Section 6D – Tax-free lump sum being paid on the same day**

If you have more than one pension being paid on the same day, you must decide order in which the payment will be made.

**Section 7 – Lifetime allowance (LTA) protections and enhancements**

**LTA protections**

The Government reduced the lifetime allowance three times after it came into force in 2006. Each time it reduced, those people who had already built-up large pensions could apply for protection from the reduction. If you have an LTA protection, your lump sum allowances could be higher than the standard limits.

You can still apply to protect your lifetime allowance by applying to HMRC for Fixed or Individual Protection 2016. The deadline for making an application is 5 April 2025. See <https://www.gov.uk/guidance/pension-schemes-protect-your-lifetime-allowance> for more information.

**LTA enhancements**

You may have applied for these if you transferred a pension to the UK from overseas or you were awarded a pension credit as part of a divorce/dissolution of a civil partnership.

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**DEATH GRANT**

**EXPRESSION OF WISH/NOMINATION FORM**

#### What is a Death Grant?

Being a member of the Local Government Pension Scheme (LGPS) can, in certain circumstances, provide a lump sum payment in the event of your death. The exact amount of the death grant will depend on your personal circumstances, including whether you have other LGPS records. In certain circumstances an Additional Voluntary Contribution fund may be included if you began that arrangement after 31 March 2014 and a value remains in the account.

#### Who gets the Death Grant?

The Oxfordshire Pension Fund (the Fund) has absolute discretion in paying the death grant. This means the Fund gets the final say in who receives the money, although they will be guided by your wishes.

You can cancel or change your expression any time in writing or online and the Fund will respect your wishes as far as possible, but the final decision about payment of the Death Grant will rest with the Fund.

We will ask for full details of all pension records within the LGPS before making a final decision about payment.

#### How do I complete the form?

* This form should be completed by you, the scheme member.
* Please make sure that you sign the form.
* Electronic signatures will only be accepted if we receive your form from your registered email address.
* You may prefer to complete the form online; head to [**https://oxfordshire.pensiondetails.co.uk/**](https://oxfordshire.pensiondetails.co.uk/) to register for or log in to our secure online service.

You can then either post your form to Pension Services, Oxfordshire Pension Fund, 4640 Kingsgate, Cascade

Way, Oxford Business Park South, Oxford, OX4 2SU or you can scan and email your form to: **pension.services@oxfordshire.gov.uk**

#### Important

Please keep a copy of this form for your records.

* Nothing in this leaflet can override entitlement under the Local Government Pension Scheme Regulations.
* Please ensure you update this form every time personal circumstances change and every time you or your nominees' address changes.
* For more information about eligibility for survivor’s pensions, please visit [**www.lgpsmember.org**.](http://www.lgpsmember.org/)

#### Data Protection

As the Administering Authority of the Fund, we hold securely, certain information about you (“personal data”), which we need to administer the Fund. The information is provided by yourself and your employer. If you believe the information, we hold is incorrect contact Pension Services. You will find more details and the full privacy notice on [www.oxfordshire.gov.uk/cms/content/administration-and-performance](http://www.oxfordshire.gov.uk/cms/content/administration-and-performance)

You are welcome to contact Pension Services with any questions about how we use and/or share your information, find out more about your rights or to see what information we hold.

For more information about LGPS see [**www.oxfordshire.gov.uk/pensions**](http://www.oxfordshire.gov.uk/pensions) and the members’ national website [**www.lgpsmember.org**](http://www.lgpsmember.org/)

Please let us know if you would like this document in an alternative format.

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**LOCAL GOVERNMENT PENSION SCHEME**

**Please complete in BLOCK CAPITALS**

**(MEMBER DETAILS) YOUR FULL NAME: TITLE:**

**NATIONAL INSURANCE NUMBER:**

**HOME ADDRESS:**

**POST CODE:**

**EMAIL ADDRESS:**

**This should be a personal, not a work email address and should be the email address that you use/used to register for My Oxfordshire Pension**

**In the event of my death, I request that you exercise the discretion granted by the LGPS regulations and pay any death grant to the person or persons named below. I understand that this document does not restrict the absolute discretion of the fund and also that it may be revised or revoked by me at any time:**

****

**Total share must equal 100% for this form to be valid.**  Remember to keep a copy for your own records.

If you would like an acknowledgement to this form, tick this box

**Signature: Date:**

**AVC Risk Warning**

**IMPORTANT:**

Please read this document carefully as it contains important information you will need to think about before you decide how to take your LGPS AVC**.**

It is important that you are sure of the risks. Once you have read the information in this risk warning please sign and return the declaration form to confirm you have read and understood it.

**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 Money Helper. 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, 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](http://www.moneyhelper.org.uk/en/getting-help-and-advice/financial-advisers/choosing-a-financial-adviser)

**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 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 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 is designed to pay out for longer. Compare what, if anything, your AVC provider offers to spouses or dependants against what is 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.

Remember, you do not 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 buy an annuity you have very little time to change your mind – and after that the decision is irreversible, so think carefully before you commit.

**Take some or all your AVC plan as a tax-free lump sum**

This option will not 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 is 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 Money Helper.

**Other options available to you**

If you are allowed to use your AVC plan in any other ways to those mentioned above this will be set out in your AVC 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.

**Risk Warning Declaration**

I confirm I have read and understand the information provided in the attached risk warning.

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

**Name (BLOCK CAPITALS)**

|  |
| --- |
|  |

**National Insurance Number**

|  |
| --- |
|  |

**Signature Date**

|  |  |  |
| --- | --- | --- |
|  |  | DD/MM/YYYY |