



## About to retire? Frequently Asked Questions...

Now that your Local Government Pension is due, I am sure that you will have many questions as you prepare for this important time.

Please do not hesitate to contact us if you need to. However, we have listed here the most common questions we get asked by members approaching retirement so please have a look to see if the answer you want is here!

Best Wishes for your Retirement!

### When will I be notified of my retirement benefits?

You will be notified in writing of your pension entitlement as soon as is reasonably possible. The exact timing will depend on whether there is any outstanding information or documentation still to be sent to the Pensions Section by your employer. The staff in the Pensions Section will do everything they can to ensure any delays are avoided or minimal.

The retirement option letter includes:

1. Details of the amounts payable, including the options you have available to you. You will be asked to choose between the option that gives you the maximum pension available and one that gives you the maximum lump sum available to you.
2. A form requesting bank account details.
3. A form to confirm your marital status.

You may also be asked for a copy of your birth certificate.

If your pension has been deferred (pension kept on hold) with us and is due soon because you are nearing retirement age, we will write to you around 2 months before the date it is due.

## How and when will the payments be made?

Your pension will be paid monthly in arrears on the last working day of each month. The pension can be paid into a bank or building society of your choice. There will be a form with your option letter so that you can give us your details.

The lump sum will be paid to the same account unless you give us different details. Once you have sent your option forms back, and your pension has been processed, we will send you a further letter to tell you that the payments are about to be made. Wherever possible the lump sum will be paid within 10 working days of your retirement or 10 working days of receiving this second letter.

## Will my monthly pension be taxed?

Your pension is taxed at source here at County Hall. However, you might find that a basic rate tax coding is applied whilst your tax code is being investigated. Any enquiries concerning your tax can be directed to **HM Revenue & Customs**.

The telephone number is **0300 200 3300**.

However, should your employer have sent parts 2 and 3 of your P45 directly to you, and you are not planning on becoming re-employed, please forward the P45 to the Pensions Payroll Team, Eastern Annexe, County Hall, Glenfield, Leicester LE3 8SR, as soon as you are able, in order that your tax allowances are used correctly against your pension.

## Is my lump sum taxed?

No, the lump sum is a tax-free payment.

## I have an AVC with Prudential or Standard Life, do I need to contact them?

There is no need to contact your in-house AVC provider, as the Pensions Section will gather the information on your behalf and include details of how your AVC fund can be paid to you in your retirement options letter.

## How do I find out about my State Pension?

Your Local Government pension is separate to any State Pension you may be entitled to. Full information and telephone numbers can be found on the [gov.uk website](https://www.gov.uk).