



**Tyne and Wear Pension Fund**  
Westoe Road, South Shields, NE33 2RL

📞 | 0191 424 4141

🌐 | [www.twpf.info](http://www.twpf.info)

Mrs A BCD

**Membership Ref:** 99999-1

**Contact:** Pensions Helpline  
**Tel:** (0191) 424 4141

**Date:** 18 December 2025

Dear Mrs BCD

### **The Local Government Pension Scheme (LGPS)**

Your employer Middlesbrough Council has notified me that you left your employment as **Manager** (payroll number: 12345) on 31 December 2025.

Please find enclosed a Benefit Statement which shows your total LGPS benefit package and how it has been calculated.

You now have choices about the type of benefit you wish to take. Please indicate on the enclosed CARE31dec form if you would like to receive payment or if you would like to defer payment until a later date.

**If we do not receive a completed election within 3 months of the date of this letter we will close our file and your benefits will be deferred.**

#### **Sending us your forms and documents**

**Online** - the quickest and most efficient and secure way of providing us with your information is to upload a copy of the completed form(s) and your documents to your secure online mypension account.

If you have not yet activated your mypension account, further assistance on how to login can be found at [www.twpf.info/my pension](http://www.twpf.info/my pension) . More information about mypension can be found later in this letter.

**Paper post** - you can still use this method to send your documents, however, this will take longer and you will need to wait for your identification documents to be returned if you are sending us original copies. If you wish to use a recorded method of posting, please use the full postal address for the Pensions Office. The address is: Pensions Office, Tyne and Wear Pension Fund, Westoe Road, South Shields, NE33 2RL. If you enclose an original document please also return the **Pen49 form - Document Identification sheet**.

Please note we are unable to return any photocopies submitted to this office.

**Forms to complete**

To enable us to pay your benefits you must complete and return all of the following;

- **CARE31dec - Option and Declaration form**
- **CARE31 - Member Retirement Details form**
- **Previous Pension Benefits Declaration form**

**Identification**

We also need to verify your date of birth. We will need to see one of the following documents (we will accept clear photocopies if you are sending them via the Royal Mail):-

- **Your birth certificate**
- **Passport**
- **Driving Licence** (including photo ID)

**Important Decisions**

Choosing the right benefit package is a very important decision. Please choose your options very carefully and seek independent financial advice if you think you need to. Once we receive your option and put your benefits into payment you cannot change your mind.

**Further Options and Information**

I have enclosed some factsheets. These provide useful information about your LGPS benefits and also details about the government's new flexibility with Freedom and Choice. You can also refer to our website [www.twpf.info](http://www.twpf.info) for further information. Our leaflet 'Your Pension' from the Scheme Booklets section under Publications will provide you with additional details about your LGPS pension benefits. You may also wish to view the national LGPS website at [www.lgpsmember.org](http://www.lgpsmember.org) .

Your benefits have been calculated in accordance with the Local Government Pension Scheme Regulations. However, if you think they are incorrect or you are dissatisfied with the way in which they have been calculated, you are entitled to appeal within 6 months of receiving this letter. Our factsheet 'Unhappy with your Benefits?' is enclosed.

**Your mypension account**

As mentioned earlier, your member record is available through our mypension online account. Once you retire your pension payslips and all future annual P60s can be viewed there. We will not send you paper copies. Our online service also has other features, such as change your personal details and send a query. Further information about on this can be found at [www.twpf.info/my pension](http://www.twpf.info/my pension) .

If you wish to opt out of receiving your P60s and April payslip online and instead receive a paper copy please write to the Pensions Office at the above address providing enough personal details for us to identify you. Opting out will not prevent you from using the other features of mypension.

If you have problems registering, please call the mypension supportline on 0191 4244 141 between 9.00 and 4.30 Monday to Friday.

Appendix E

This document was classified as: OFFICIAL

We will contact you again shortly with confirmation of your pension and lump sum (if applicable) through your mypension account. If you have not activated your account we will send this confirmation by post, however, there may be a delay in providing this information.

**If you have any queries or are having difficulty completing any of our forms please do not hesitate to contact the Pensions Helpline on (0191) 424 4141.**

Yours sincerely

*Rosamund Smith*

Rosamund Smith  
Pensions Officer

## Tyne and Wear Pension Fund In partnership with Teesside Pension Fund

### Local Government Pension Scheme (LGPS)

(v 7.25)

### Benefits Statement for Early Retirement

Name: M BCD Date of Birth: 01/01/1960  
 Membership Number: 99999-1 Date of leaving: 31/12/2025

#### Final Salary Scheme Benefits (built up to 31 March 2014)

For each year of membership built up before 1 April 2008 you receive a pension based on 1/80th of your final pay. You will also receive an automatic tax free lump sum of 3 times your pension. For each year of membership built up between 1 April 2008 to 31 March 2014 you receive a pension based on 1/60th of your final pay. There is no automatic lump sum for membership built up after 31 March 2008, but you do have the option to exchange some of your pension for a tax-free lump sum.

Final Pay (used for the calculation of benefits)	£53051.18
Pensionable Membership up to 31 March 2008	0/175 (Years/Days)
Pensionable Membership from 1 April 2008 - 31 March 2014	6/000 (Years/Days)
Total Pensionable Membership up to 31 March 2014	6/175 (Years/Days)

#### CARE Scheme Benefits (built up from 1 April 2014)

Every year, you build up a CARE pension at a rate of 1/49th of the amount of pensionable pay you received in that Scheme year if you are in the main section of the Scheme (or half this rate of build up for any period you have elected to be in the 50/50 section of the Scheme).

The amount of pension built up during the Scheme year is then added to your pension account and revalued (adjusted) at the end of each Scheme year so your pension keeps up with the cost of living.

#### Annual Pension

Final Salary benefits built up to 31 March 2008	£317.94
Final Salary benefits built up from 1 April 2008 to 31 March 2014	£5305.12
CARE Pension carried forward from previous years plus accrued in year of leaving (including adjustments as applicable)	£11882.88
<b>Less Reduction Due to Early Payment</b>	<b>£-2495.06</b>
McCloud Final Underpin Pension of	£1.46
<b>Total Annual Pension</b>	<b>£15012.34</b>

#### Lump Sum Retirement Grant

Final Salary lump sum benefits built up to 31 March 2008	£953.83
<b>Less Reduction Due to Early Payment</b>	<b>£-29.43</b>
<b>Total Lump Sum Retirement Grant Payable</b>	<b>£924.39</b>

#### Survivors pension payable in the event of your death

Please note this amount will not be affected if you take a larger lump sum

£5787.52

**Tyne and Wear Pension Fund** In partnership with **Teesside Pension Fund****Local Government Pension Scheme (LGPS)**

Name M BCD

Membership Number 99999-1

Date of Retirement 31/12/2025

**Your LGPS Retirement Benefit Choice****Option 1 - Standard LGPS Retirement Benefits**

Total Annual Pension	£15012.34
Automatic Tax Free Lump Sum	£924.39

**Option 2 - Maximum Lump Sum**

You can choose to give up some but not all of your total annual pension as shown in Option 1 in exchange for a tax free lump sum. For each £1 of annual pension you give up you would receive £12 lump sum.

Maximum Tax Free Lump Sum	£64668.63
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Reduced Total Annual Pension (If you choose to take the maximum lump sum available).	£9700.32
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**Option 3 - My Own Benefit Package**

If you want to exchange some of your annual pension for a tax free lump sum but you do not want to take the maximum lump sum you can choose how much lump sum you would like. For each £1 of annual pension you give up you would receive £12 tax free lump sum. Some example conversions are shown below:

You can choose a lump sum amount between £924.39 and £64668.63

Lump Sum Chosen	Annual Pension to be reduced by
£120	£10
£1200	£100
£5000	£416.67
£7500	£625

**Option 4 - Defer My Decision**

If you do not want to receive your benefits at this time you can defer taking them. Benefits in the LGPS are due to be paid unreduced at your Normal Pension Age (NPA). Your NPA is linked to your State Pension Age (but with a minimum of age 65). Remember that your State Pension Age may change in the future and this would also change your Normal Pension Age in the LGPS. Your benefits must be paid from the day before your 75th birthday at the latest.

**Tyne and Wear Pension Fund** In partnership with **Teesside Pension Fund****CARE 31**

(v5 3.12.19)

**\*+AUPM+B438730-NCD6+C31\*****Member Retirement Details - Payment Instructions**

Please complete, sign and return this form in **Black Ink** with your birth certificate to the address below. If you have any questions please call the Pensions Helpline on (0191) 424 4141.

**Any delay in the return of this form may result in a delay in the payment of your retirement benefits. Please note that if you hold more than one pension record with the Tyne and Wear Pension Fund, we can only make payment into one nominated bank account. You do not need to return this form if you already have a pension in payment already with us.**

<b>Emp Authority</b>	Middlesbrough Council	<b>NI No</b>	
<b>Surname</b>	BCD	<b>Forename(s)</b>	M
		<b>Title</b>	Mrs
<b>Daytime Tel no</b>		<b>Birth Surname</b>	

Your lump sum and pension will be credited direct to your Bank or Building Society account, please give details.

<b>Name of Account Holder</b>			
<b>Name of Bank or B.Society</b>			
<b>Address of Bank or B.Society</b>			
<b>Account Number</b> (usually 8 digits long)		<b>Sort Code</b>	

To provide you with an accurate survivor benefit entitlement please tick the box which applies to you. Any survivor entitlement will always be established at your date of death.

- Single (never been married)   
  Married   
  Widow/Widower   
  Divorced  
 Cohabiting   
  Civil Partner   
  Civil Partnership Dissolved

**Privacy Notices – How we use Your Personal Information**

South Tyneside Council holds information for the Tyne and Wear Pension Fund and Teesside Pension Fund about you that is used for pension processing. Your information is treated as confidential; however, it may be shared with other organisations for the processing of benefits and, if we are required to by law, for the detection and prevention of fraud.

If you would like to know more about what information we hold about you, or the way we use it please contact the **Pensions Helpline** on **0191 424 4141**, write to the **Tyne and Wear Pension Fund, Westoe Road, South Shields, NE33 2RL** or view our website at <https://www.twpf.info/article/8809/Privacy-notices>

**If you have registered for mypension online services with your work email address, please login and amend with an alternative**

I hereby certify that the above information is correct.

<b>Signed:</b>		<b>Date:</b>	
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**Please return completed forms to: Tyne and Wear Pension Fund, Westoe Road, South Shields, NE33 2RL**

**Retirement Benefit Options and Declaration****CARE31Dec**Full Name  Memb  (v12 2.5.24)Please complete this in **black** ink.

**\*+AUPM+B438730-**  
**OCD6+P5009388+C31\***

**Section One - Your LGPS Retirement Benefit Choice**

Please **tick** your preferred option (and enter an amount if you are choosing Option 3). Your decision is final and cannot be changed.

- Option 1 Standard Retirement Benefits**
- Option 2 Maximum Lump Sum**
- Option 3 My Own Benefit Package - I wish to take a lump sum of £\_\_\_\_\_**  
 (This includes any automatic lump sum plus additional lump sum you wish to take)
- Option 4 Defer Payment of My Benefits Until a Later Date**  
 (Please leave the rest of this form blank, just sign and date it, and supply your telephone number).

**Section Two - Overseas transfers**

Have you transferred any pension rights from the UK to an Overseas Pension Scheme before 6 April 2024? If your answer is Yes, please tick the box below and supply me with details. If you do not tick the box below, you are declaring that you have never transferred UK pension rights overseas.

Yes - I have transferred pension rights overseas and include details on a separate sheet

**I declare that I wish to receive the benefits as indicated above. I declare that the information I have provided above is correct to the best of my knowledge. If further tax becomes payable because the information I have provided is incorrect, then I understand that I will be wholly and personally liable for the tax charge due and any resultant penalty as may be imposed by His Majesty's Revenue and Customs (HMRC).**

**Signed:**  **Date:**

**Telephone Number:**  **Email:**

**Privacy Notices – How we use Your Personal Information**

South Tyneside Council holds information for the Tyne and Wear Pension Fund and Teesside Pension Fund about you that is used for pension processing. Your information is treated as confidential; however, it may be shared with other organisations for the processing of benefits and, if we are required to by law, for the detection and prevention of fraud.

If you would like to know more about what information we hold about you, or the way we use it please contact the **Pensions Helpline** on **0191 424 4141**, write to the **Tyne and Wear Pension Fund, Westoe Road, South Shields, NE33 2RL** or view our website at <https://www.twpf.info/article/8809/Privacy-notices>

**Please return completed forms to: Tyne and Wear Pension Fund, Westoe Road, South Shields, NE33 2RL**

## 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.

**We do not need to know about your state pension or any dependents pensions you are receiving.**

### 1. Personal information

National Insurance number	
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### 2. Lump sum information

Q1. Do the retirement benefits that you are claiming now include a lump sum payment? This could include a standard lump sum amount or an increased lump sum amount.

Yes

If you are taking a lump sum, go to Q2

No

If you are not taking a lump sum, go to section 7

Q2. Do you hold a transitional tax-free amount certificate (TTFAC)? If you do not provide an answer to this question, we will assume you do not hold a TTFAC.

Yes

Attach a copy and tell us about any lump sums you have received since it was issued in section 3

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 3

No

If you have not taken payment of any pension benefits before, go to section 5

Appendix E

**3. 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.

**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

**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 ie the taxable and tax-free amounts.

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

**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

**4. 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:

**5. 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?	YES / NO
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**6. 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

**7. Declaration**

I confirm the information I have provided in this form is, to the best of my knowledge, true and complete. I understand I will be wholly and personally liable for any tax charges and penalties imposed by HMRC if the information I have provided is found to be incorrect.

Signed:	Date:
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## Appendix E

# Guidance notes for completing the previous pension benefits declaration form

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. 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.

You can find more information about the lump sum allowances at <https://www.lgpsmember.org/your-pension/the-essentials/tax>.

### Pension terms explained

#### Dependents pension

This is a pension paid to you, as a dependent, 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 2 -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.

## Appendix E

### **Section 3 – 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 ie 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 4 – 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 paid to individuals who, on 5 April 2006, had the right to have all their pension scheme benefits paid as a tax-free lump. These are not common and are not payable from the LGPS.

### **Section 6 – 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.

**Tyne and Wear Pension Fund** In partnership with **Teesside Pension Fund**

**Pen49**

(v3 05/20)

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PCD6+P5009388+C31\***

Local Government Pension Scheme (LGPS)

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Document Identification Sheet

**Please return this sheet with any certificates**

In respect of - Name: M BCD

Date of Birth: 01/01/1960

Membership No: 99999-1

Employer Name: Middlesbrough Council

**Please return completed forms to:** Tyne and Wear Pension Fund, Westoe Road, South Shields, NE33 2RL

## Tyne and Wear Pension Fund In partnership with Teesside Pension Fund

### Retirement Factsheet

**Is the annual amount of pension quoted on my statement the amount I will receive?**

This will depend on whether you are due to pay tax or not. The amount of pension shown is gross (before tax) but once in payment your pension is just like pay - it is taxable - depending on your total income and personal tax allowances. HM Revenue and Customs (HMRC) determine your tax allowances and supply us with a tax code which we must operate. We may not have this code when you first go on to pension so we will normally apply a temporary coding. Once we receive official notification from HMRC we will apply the correct code.

**McCloud Judgment**

Following the age discrimination case commonly known as McCloud, if you satisfy the criteria, your pension has been tested to see if you are affected by the judgment. If you are entitled to extra pension, this is shown as a 'McCloud Final Underpin Pension' on your statement and is included in the annual pension figure. **Please note that very few members are affected.**

You can find out more about the judgment by reading the McCloud pages of the national LGPS member website [www.lgpsmember.org/mccloud-remedy/](http://www.lgpsmember.org/mccloud-remedy/).

**Would my survivor's pension be affected if I choose to reduce my own pension to take the maximum tax free lump sum available to me?**

No – any survivor's benefits which may be payable is unaffected by your choice of benefit. If you choose to reduce your own pension to take the maximum lump sum your survivor's benefit would not be reduced on account of this. On receipt of the enclosed CARE31 form we will determine any survivor's entitlement and notify you of any amount at the time your benefits are paid. Survivor's benefit entitlement would always be re-established at your date of death.

**Can the Pensions Office advise me which benefit option I should choose?**

No - although the Fund can provide information, we are not authorised to provide advice on areas such as the Scheme rules, financial planning or personal tax allowances.

If you need advice you should seek independent financial advice. The websites below may help you:

- IFA Promotion at [www.unbiased.co.uk](http://www.unbiased.co.uk)
- The Pensions Regulator at [www.thepensionsregulator.gov.uk](http://www.thepensionsregulator.gov.uk)
- The Pensions Service at [www.gov.uk](http://www.gov.uk)
- The Money Advice Service at [www.moneyadviceservice.org.uk](http://www.moneyadviceservice.org.uk)

You should complete and return the CARE31 within the next 10 days if possible. It will let us know which option you wish to take and give us information on other pensions you may have. **Your decision is final and cannot be changed.** We appreciate that you may like more time to make your choice. Therefore, if you are not going to return the form within 10 days please let us know. Please note that until your form is received we are unable to pay your benefits. Also, there are tax penalties which must be imposed if the benefits are not paid within 3 months of the due date.

**Once I return my option form to the Pensions Office - what happens next?**

As long as your option form has been completed correctly and no additional information is required with regard to any other pensions and/or overseas transfer declarations, we will calculate your benefits in accordance with your wishes. We will make arrangements to pay your benefits and will write to you again to advise you when these are being paid in to your nominated bank account.

**When does the pension get paid?**

We pay pensions on the first working weekday after the 15<sup>th</sup> of each month. Your first pension payment date will depend on when we receive your option form and are able to put your information onto the pension payroll.

**Benefit Underpin**

This is a protection to ensure that members who were close to retirement age get a pension at least equal to that which they would have received in the scheme had it not changed on 1 April 2014. As you have this protection your benefits have been adjusted to take into account the Underpin.

## **Tyne and Wear Pension Fund** In partnership with **Teesside Pension Fund**

### **Factsheet**

#### **Unhappy with Your Pension Benefits?**

If you think that the decision contained in the attached letter is incorrect or you are unhappy with it for any reason, then there is an Internal Disputes Resolution Procedure to resolve any problems.

However, we would first suggest that you contact the organisation that made the decision.

- If the decision has been made by your employer you should contact your employer and let him or her know your concerns. It may be possible to resolve the issue.
- If the decision has been made by the Pensions Office then you should contact the Pensions Helpline on (0191) 4244141. We may be able to explain the details of your case and resolve any misunderstanding or query for you.

If you still remain dissatisfied, you should request details from your employer or the Pensions Office of their Adjudicator to commence the Internal Disputes Procedure.

Please note that if you wish to appeal you must do so within 6 months of receiving notification of the decision with which you disagree.

Information explaining the Internal Disputes Resolution Procedure is available from our website at <https://www.twpf.info/article/10388> or on request.

**Tyne and Wear Pension Fund** In partnership with **Teesside Pension Fund****My Benefits Factsheet – M BCD / Membership Ref: 99999-1**

Your employer Middlesbrough Council notified us that you have stopped paying into the LGPS for your post with payroll number: 31028445.

If you elect not to receive payment of your benefits now or do not respond within 3 months of the date of the covering letter - you have the following options:

**Deferred Benefits**

As you have not reached your Normal Pension Age (NPA) you are entitled to a deferred benefit - made up of a pension and a tax free lump sum with the option to exchange some pension for extra tax free lump sum. The value of a deferred benefit will change each April by the annual level of the Consumer Prices Index between the date you left the scheme and the date it becomes payable.

You can choose to take early payment of your deferred benefits from age 55 - unless you opted out and are still in the same local government employment, in which case you may elect for payment when your local government employment ceases. Your benefits may be reduced or increased depending on whether you take them before or after your NPA.

When you wish to apply for your benefits you must either complete a request through your mypension account from the Membership Details tab by selecting 'Request Payment of Deferred Benefits', submit a 'CARE65 Application for Early Payment of Benefits' form which is available from our website at [www.twpf.info/deferredbenefitspaymentelection](http://www.twpf.info/deferredbenefitspaymentelection), or contact the Pensions Helpline.

More information on deferred benefits can be found on our website [www.twpf.info](http://www.twpf.info) in the 'Previously a Member' section.

**You will be awarded deferred benefits automatically - the current value of your deferred benefit entitlement is contained earlier in this letter, we will not write to you again with these values. Information about all future annual increase will be provided through our online service mypension. Please note that if you have ongoing pensionable membership within the [Teesside Pension Fund](#) any options you have under aggregation rules will be provided to you.**

**mypension** - Our mypension service allows you to view your pension record and easily update the personal details we hold for you. You can also raise a query securely at a time that is convenient for you.

As your member record is now available through the mypension online service all future Deferred Annual Benefit Statements will be available through mypension. In order to view your details you need to register for a mypension account. After registering, we will notify you each year when your Statement is ready. It is important to keep your email address up to date.

**Registering** - If you have not already signed up for the mypension service, you will first need to register at [www.twpf.info/mypension](http://www.twpf.info/mypension). To help you register we have produced a helpful step by step registration guide, which you can find online at [www.twpf.info/howtoregister](http://www.twpf.info/howtoregister). Once you have registered, please ensure that you keep your email address up to date through mypension.

If you have problems registering, please call the mypension supportline on 0191 4244200 between 9.00 and 4.30 Monday to Friday.

If you wish to opt out of receiving online Statements and wish to receive them in the post, please write to the Pensions Office at the above address providing enough identification for us to identify you. Opting out will not prevent you from using the other features of mypension.

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Appendix E

**Tyne and Wear Pension Fund** In partnership with **Teesside Pension Fund**

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**My Benefits Factsheet – M BCD / Membership Ref: 99999-1**

**Rejoining the Teesside Pension Fund (TPF)**

If you rejoin or have already rejoined the [TPF](#), we will write to you again once we have established the options that are available to you.

**Rejoining the LGPS in England and Wales**

If you rejoin or have already rejoined the LGPS with another fund in England and Wales you must:

- tell us that you contribute as a current member in another fund
- tell your new administering authority that you have deferred benefits from this Fund or another LGPS fund in England and Wales (and also if you have membership in another public sector pension)

This is required to make sure that you are given the appropriate options on linking your benefits together. Failure to do so could lead to certain statutory rights not being applied.

**Transfer of Pension Rights**

Subject to certain restrictions, you have the right to transfer your benefits in this Fund to another approved provider. This includes those offering the new flexibilities from Freedom and Choice. For further information on this please refer to our website at [www.twpf.info/transferyourbenefits](http://www.twpf.info/transferyourbenefits)

**Tyne and Wear Pension Fund** In partnership with **Teesside Pension Fund****Factsheet - Changes following Freedom and Choice**

From 6 April 2015, individuals aged 55 and over have greater flexibility when accessing any Defined Contribution pension savings they may have, known as Freedom and Choice.

It's important to note that as a member of the LGPS you are a member of a public sector Defined Benefit scheme with safeguarded benefits. The new options within Freedom and Choice do not apply to your safeguarded benefits.

As you are leaving the Scheme and receiving (or are eligible to receive) payment of your benefits now, you do not have the option to transfer your LGPS benefits to another pension scheme offering flexibility.

## Appendix E

### **Factsheet - Changes following Freedom and Choice**

From 6 April 2015, the Government introduced greater flexibility in the way individuals can use their pension savings, known as Freedom and Choice. In general, this means that from the age of 55, individuals with a defined contribution pension can access their entire pension pot flexibly. This can include taking the full value as a cash lump sum which may be subject to tax.

The LGPS is not a defined contribution scheme. So, your pension is not covered by this change.

Although there is no direct impact on the LGPS, in general if you have ceased contributing membership, you can choose to transfer the benefits you have built up to a defined contribution scheme offering flexible benefits, including the new options within Freedom and Choice.

**Note:** You can only transfer your benefits built up in the LGPS if you are more than one year away from your Normal Pension Age (NPA - this is normally your state pension age with a minimum of age 65, however, there are restrictions - please also refer to the enclosed Factsheet for more information about NPA), although you can transfer an Additional Voluntary Contribution fund after this time.

If you wish to transfer safeguarded benefits, which are your main LGPS benefits to another scheme with flexible benefits, including the new flexibilities within Freedom and Choice you will be required to take financial advice if the transfer value of these benefits is more than £30,000.

The cost of financial advice has to be paid for by you.

Although you are not required to take advice in respect of LGPS transfer values of £30,000 or less or a transfer of an additional voluntary contribution fund, you are recommended to seek independent financial advice before deciding to transfer any benefits.

If you hold more than one benefit under the Scheme, in either the same of a separate Funds, it is not possible to transfer out only one of the benefits; if you wish to transfer out you must elect to transfer all or none of the benefits you hold.

The leaflet 'Q&A for LGPS Members Freedom and Choice - Transfers from the LGPS to Defined Contribution Schemes' provides useful information about transfers. This is available on our website at [www.twpf.info/freedomandchoice](http://www.twpf.info/freedomandchoice)

#### **Pension Scams**

As mentioned above, pensions changed from April 2015 and outside of the Local Government Pension Scheme, if you are over 55 years old you can access your pension savings in new ways. Scammers are often after pension pots. They will offer promises of one off investments, pension loans and upfront cash. Most of these are bogus.

If you are considering transferring your LGPS benefits, please read the Pensions Regulators scams leaflet. Further information can be found at [www.pensions-scams.com](http://www.pensions-scams.com)

## Appendix E

# **Tyne and Wear Pension Fund** In partnership with **Teesside Pension Fund**

## **LGPS Factsheet**

### **Transfers Out - Normal Pension Age in the LGPS and Transfer Restrictions**

Please note that you can only transfer your LGPS benefits if you elect to do so at least 12 months before your Normal Pension Age (NPA). Your NPA depends on when you were a member of the Scheme or when you left the Scheme.

- the NPA for a member who leaves after March 2014 in the LGPS in England and Wales is equal to the member's State Pension Age (with a minimum of age 65), apart from members who are subject to the underpin (for whom the NPA is, in effect, 65)
- the NPA for a 1st October 2006 to 31st March 2014 leaver in the LGPS in England and Wales is age 65
- the NPA for a pre 1st October 2006 leaver in the LGPS in England and Wales is:
  - (i) in the case of a member who by 60th birthday has a total period of membership of at least 25 years, that birthday; or
  - (ii) in the case of a member who first has such a total period of membership by a date after his 60th birthday but before his 65th birthday, the day after that date; or
  - (iii) in the case of a member who does not fall within paragraph (i) or (ii), his 65th birthday.

### **Additional Transfer Restrictions:** (due to historic links between the State Pension and LGPS)

- a female member of the Scheme who has membership prior to 5 April 1997 cannot make an election to transfer her pension benefits on or after her 59th birthday, or;
- a male member of the Scheme who has membership prior to 5 April 1997 cannot make an election to transfer his pension benefits on or after his 64th birthday.