

So . . . you're retiring . . .

A quick guide to help you through the process

The Retirement Pack

PEN 19 - Retirement Guide

A comprehensive guide with relevant information answering common retirement questions. For example, information on how your benefits are worked out, state pension, types of retirement, protection for your family, etc.

PEN 22 – Pension Application Form

A complete booklet with all the forms you will require in one easy to follow format. Laid out in such a manner that you can refer to instructions whilst filling out all relevant information. Returning the complete booklet to the Pensions Office ensures all relevant information is kept together, therefore addressing all aspects of your retirement at one time.



Your Responsibilities

- Make sure you have filled in all relevant information, signing and dating wherever indicated.
- Include copies of all relevant certificates. Although not required for processing the retirement if your partner's certificate is included, when it comes time to process their benefits it is already on record.
- Return all forms (the complete PEN 22 booklet) to the Pensions office.
- Complete all your banking information. It is a good idea to include a paying in slip for reference and verification.

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What to Expect

Your pension payments will be paid to you by BACS (bank automated clearing system) on the last business day of each month.

Your Lump Sum payment should be paid within a week of your retirement date.

Payslips are issued for the first three months after you retire and between March and June.

Pensions Increase is applied each April.

For Information

Should you want an up to date forecast of what your benefits may be (you haven't had an estimate or Annual benefit statement in the past year), simply contact the Pensions Office on 0115 846 3362 and request a RET-EST.

Should you require any further assistance or you don't fully understand everything, don't hesitate to contact the retirement helpline on 0115 846 3362.

The Process . . .

(Please turn over)

Local Government Pension Scheme (LGPS) RETIREMENT PROCEDURE

If you give notice and are eligible for immediate payment of your LGPS pension benefits, you should expect the following process to occur:

