

Lothian Pension Fund

RETIREMENT DECLARATION FORM

Please complete all sections in BLOCK CAPITALS. The form should be returned at least 10 working days before the pension payment date to allow for the processing of your payment. If it arrives after this date, your first and second pension payment will be made together in the second month after your retirement.

Section 1 Personal details

Name	
Date of birth	National Insurance Number
Home Address	
Telephone number	Email address
Next of kin*	Name: Relationship: Email or telephone number:

*These details will only be used to assist in contacting you if we have been unable to do so directly, for example if a pension payment or item of mail has been returned to us.

Section 2 Lump sum option

Your retirement quote shows the minimum and maximum tax-free lump sum you can elect to receive in line with HMRC rules. Once you return your form it is not possible to change your decision regarding the lump sum.

Please tick/complete one box below to tell us your chosen lump sum amount.

Option A

I wish to receive the **maximum pension** and **minimum lump sum retirement grant**

Option B

I wish to receive the **minimum pension** and **maximum lump sum retirement grant**

Option C – Part swap of pension for lump sum

You can give up some pension for a lump sum between the minimum and maximum amounts shown, with every £1 of pension given up providing an additional £12 of tax free cash

I wish to receive a tax free lump sum of

Section 3 Pension payment – bank details

Bank / Building Society details (NB: We cannot pay into Post office card accounts)

Please check these details before returning the form. If you send the wrong details your pension payment will be delayed.

We cannot pay into Post Office card accounts as these only accept payments from the Department of Work and Pensions. If your pension is to be paid into an **overseas bank account**, please download the relevant Crown Agents Bank Pension Mandate form from www.lpf.org.uk/ospayforms.

Name of account holder Your name MUST be on the account (joint accounts allowed)
Bank / Building Society name
Address
Sort Code
Account Number (8 digits)
Building Society reference number (only required for Building Society accounts)

Please note that we will verify your bank details and may contact you for further information if required

HMRC Retirement Declaration

Before we can pay your benefits, we must check that you have not exceeded HMRC's Lump Sum Allowance Limits. We are unable to make payment of your pension without this form being completed.

Question 1

Have you registered with HMRC for Lifetime Allowance Protection? Yes No

This is likely to affect high earners only and you would have had to apply to HMRC for a protection certificate. If you answer YES, please send us a copy.

Question 2

Are you going to put any of your lump sum into another pension arrangement? Yes No

If YES, this is known as pensions recycling and there can be tax implications. To avoid delay on paying your pension, please contact us on 0333 996 1900.

Question 3

Have you got any other personal or workplace pensions? Yes No

If you have a personal or workplace pension, including:

- Annuity/ regular pension payments
- Flexi-drawdown payments
- Uncrystallised Funded Pension Lump Sums (UFPLS)
- Serious Ill Health Pension payments
- Trivial Commutation payments
- Pensions transferred to overseas schemes
- Pension Credit as a result of divorce
- Pensions not yet in payment

Tick YES and go to Question 4 – you must select YES to at least one part of question 4. If you are only in receipt of the State pension or a dependant's pension, tick NO and go to Section 5.

Questions 4a

Are you in receipt of any pensions which began before 6 April 2006? Yes No

If YES, please provide the details of your pension provider(s) and the current annual pension payable to you.

Name of Pension Provider	Annual Amount of Pension Payable to you	Date Pension Started

Question 4b

Are you in receipt of any pensions which started payment between 6 April 2006 and 5 April 2024? Yes No

If YES, please provide the details of your pension provider and the Lifetime Allowance used.

Name of Pension Provider	Lifetime Allowance used (%)	Date Pension Started

Question 4c

Are you in receipt of any pensions which started payment between 6 April 2024 and now? Yes No

If YES, please provide the amount of the tax-free lump sum(s) paid to you and the date(s).

Name of Pension Provider	Tax-free Lump Sum Paid	Date Paid

Question 4d

Are you due to receive any pensions from another scheme on the same date as your retirement with Lothian Pension Fund? Yes No

If YES, please list the order you will take your pensions along with the tax-free lump sum amounts payable.

Name of Pension Provider	Tax-free Lump Sum Paid	Order of payment

Question 4e

Are you due to receive any pensions from another scheme after your retirement with Lothian Pension Fund? Yes No

If YES, please provide the value of your pensions.

Name of Pension Provider	Value of Pension

Question 4f

Have you previously transferred any pensions to an overseas pension scheme since 6 April 2006? Yes No

If YES, tell us the date(s) and amount(s) of the transfer(s).

Name of Pension Provider	Transfer Value	Date of Payment

Section 5 Declaration to be completed by all

Retirement declaration: I certify that the information I have provided is correct and completed to the best of my knowledge through this form.

HMRC declaration: I have answered questions as appropriate. The HMRC declaration that I have completed is correct and complete to the best of my knowledge. If no pensions have been declared, it is because I have no entitlements that fit the categories above or overleaf. If further tax becomes payable because the information I have provided above is proven to be incorrect, then I understand that I am wholly and personally liable for the tax charge due. And if I, or anyone else, makes a false statement or representation in completing this declaration that leads to tax being avoided, whether deliberately or by mistake, HMRC may impose a fine on me.

Signature_____

Date_____

Please return this form to: **Lothian Pension Fund, PO Box 24158, Edinburgh, EH3 1GY.** We cannot pay your benefits without this form being returned.