



Return to: Pensions,  
Gwynedd Council,  
Shirehall Street,  
Caernarfon,  
Gwynedd,  
LL55 1SH

## Retirement form

### Notes

**Please read these notes carefully before completing the form overleaf**

**It is important that all sections of this form are completed before your pension benefits can be paid.** The completed form will provide the Gwynedd Pension fund with the information needed to calculate and pay your pension benefits accurately and promptly.

#### Section 1 - Information about you

#### Section 2 - Marital status

Following the completion of the marital status section, it is important that we receive copies of the requested certificates. If these certificates have been sent before, please state this on the form.

#### Section 3 - Lump sum conversion option

- You have the option of increasing your lump sum by converting some of your annual pension. The lump sum is increased by £12 for every £1 of annual pension converted.
- It is important that this section is completed to confirm whether or not you wish to convert any of your pension.
- Converting your annual pension to lump sum will have no effect on any survivors benefits that might be payable on your death.
- **This decision cannot be revoked.** Please consider the decision carefully, and contact your independent financial advisor should you require any advice.

#### Section 4 - Bank / building society details

Your pension and lump sum will be paid to the account that is entered in this section.

#### Section 5 - Lifetime allowance declaration

To ensure compliance with HMRC requirements with regard to the taxability of pension rights, you **must** complete the declaration overleaf in full. You should provide details of **all** other pension rights (except those in relation to the state pension), whether they are in payment or not.

The information that you provide will be used to establish whether or not your pension rights from the Gwynedd Pension Fund are, when added to all your other pension rights, likely to exceed **the Lifetime Allowance (LTA)**.

The **Lifetime Allowance** is the statutory limit on the amount of a person's pension pot that can benefit from tax relief. All pension benefits will count towards the Lifetime Allowance, including occupational and personal pensions, excluding any survivors benefits.

Should the total value of your pension rights exceed the Lifetime Allowance, your pension rights will be subject to a tax charge - in addition to the normal application of income tax deducted from pensions in payment.

#### Section 6 - Declaration regarding the recycling of lump sums

HMRC also require you to state whether or not you intend to use your lump sum to increase your contributions to another pension scheme. Signing section 7 confirms that you do not intend to do this.



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## Retirement form

This form must be completed and returned for pension benefits to be paid.

### Section 1 - Information about you

Full name:		Title:	
Date of birth:		N.I. Number:	
Address:			
		Post code:	
E-mail address:		Telephone no:	

### Section 2 - Marital status (please tick the appropriate box)

Please tick the appropriate box:

**In all circumstances, a copy of your birth certificate must be forwarded for your benefits to be paid.**

- ☐ **Single:** you are required to forward a copy of your birth certificate.
- ☐ **Married:** you are required to forward a copy of your birth and marriage certificate, and your spouse's birth certificate.
- ☐ **In a civil partnership:** you are required to forward a copy of your birth certificate, civil declaration and your partner's birth certificate.
- ☐ **Co-habiting with partner:** you are required to forward a copy of your birth certificate, and we will send a co-habiting partner's declaration form.
- ☐ **Divorced:** you are required to forward a copy of your birth certificate and the decree absolute.
- ☐ **Judicially separated:** you are required to forward a copy of your birth certificate and judicial separation order and where appropriate, maintenance order.
- ☐ **Widow / widower:** you are required to forward a copy of your birth certificate and your spouse's death certificate.

### Section 3 - Lump sum conversion option (please tick the appropriate box)

- ☐ **Option 1:** I do not want to convert **any** amount of pension into my lump sum
- ☐ **Option 2:** I would like to convert the **maximum** amount of pension into my lump sum
- ☐ **Option 3:** I would like to convert £\_\_\_\_\_ of my annual pension into my lump sum

### Section 4 - Bank / building society details

Name of bank / building society:

Address of bank / building society:

Sort code:

Account number:

Roll number (building society only):



# Gwynedd Pension Fund

[www.GwyneddPensionFund.org.uk](http://www.GwyneddPensionFund.org.uk)

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## Section 5 - Lifetime allowance declaration

Please complete this section if you are already receiving any pensions, providing the gross annual amount(s) being paid at the date of drawing benefits from the Gwynedd Pension Fund, and the date(s) on which pension payments began:

Name and address of scheme / provider	Date started	Annual amount (£)	LTA %

Please complete this section if you have received any one-off payments in respect of the commutation of trivial pensions, providing the date(s) of benefit withdrawal and the amount(s) you received:

Name and address of scheme / provider	Date	Amount received	LTA %

Please complete this section if you have pension rights that are yet to be paid, providing the date(s) from which you expect the benefits will be paid and the value(s) of benefits (pension and lump sum in an occupational scheme, or the fund value in any other type of scheme) at the date benefits are being drawn from the Gwynedd Pension Fund:

Name and address of scheme / provider	Date due	Pension	Lump sum	Fund value	LTA %

## Section 6 - Declaration regarding the recycling of lump sums

I declare that I am **not** taking the tax-free lump sum from the Local Government Pension Scheme with the intention of significantly increasing contributions to one or more registered pension schemes. I understand that doing so may result in me becoming liable to tax charges and surcharges.

## Section 7 - Declaration

I, the undersigned, hereby declare that the above information is, to the best of my knowledge, a full, true and accurate statement of my pension rights from all sources. I also declare my decision in section 3, and that the statement in section 6 is correct.

Signature	Date