

Completing your Retirement Pack

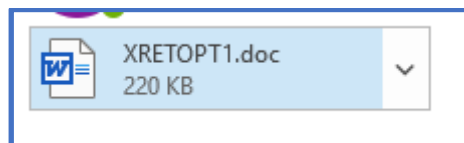
Due to the ongoing situation with Coronavirus (Covid-19) we have had to make some changes to the way in which members can send their completed retirement pack to us.

If you have access to a printer and can scan or photograph your completed pack: -


- x scan the completed forms and any certificates and email them back to pensions@torfaen.gov.uk or take a photo of the completed forms and email them to pensions@torfaen.gov.uk
- x If you are asking a friend or relative to email the forms and certificates to us we will contact you by telephone for security and confirm all the details are correct.

If you do not have access to a printer and/or scanner: -

- You can fill in the forms in your retirement pack on your computer using Microsoft Word.
- Double click on electronic pack we have emailed you which should look like the below screenshot.



- We will need you to fill in the forms and provide us with the information we ask for on the forms.
- On the forms, you can click on the boxes like in the screenshot and type in your information in each box.

Name and Address of Scheme / Provider


- You need to make sure you fill in all the forms in your retirement pack.
- When a form asks you to tick an option on the form you will need to click on the box and put an X in the box for your choice as shown in the screen shot.

Election in respect of Pension / Lump Sum Benefits

Please note that no benefits can be paid unless this form is completed and returned.

NAME Joe Bloggs Reference ABCDE

Option	Benefits	Tick one option only	Pension	Lump Sum
1	I elect to receive standard benefits	<input checked="" type="checkbox"/>	£2222.22	£12000.00
2	I elect to give up part of my pension to <u>provide</u> the maximum permitted lump sum	<input type="checkbox"/>	£1555.55	£20000.00
3	I elect to receive a lump sum of £ I understand that my pension will be reduced by £1.00 for every £12.00 additional lump sum above the standard amount	<input type="checkbox"/>		
4	I elect to receive a capitalised payment of £***** less tax and my retiring allowance of £***** in full and final settlement.			

Signed: _____ J Bloggs _____ Date 19/03/2020 _____

- Once you have filled in the forms in your pack you need to make sure you save the document on your computer.
- You can attached the saved document to your email and send it to pensions@torfaen.gov.uk
- If there are any issues with your completed forms a member of the team will contact you by telephone.