



**The Greater Gwent  
(Torfaen) Pension Fund**  
administered by Torfaen County Borough Council



## Estimate Request Form

Request for a retirement estimate of your LGPS pension – Active Members

### About you

Title

Surname

First Names

National Insurance Number

Date of Birth

Partnership Status  Single  Married/Civil Partnership

Cohabiting Partner  Divorce/Dissolved Civil Partnership

Address

Postcode

Telephone Number

Email Address

Job Title

You must be within at least 1 year of your 55<sup>th</sup> birthday, choose a date no more than 2 years from the date you send this form to us.

Date estimate to be calculated for

You will need to register for My Pension Online for us to send your estimate to you. If you request an estimate within 12 months of a previous request a charge may apply.

### Signing your Estimate Request Form

- I confirm I am requesting an estimate from you based on the date stated on this form. I understand you will send my estimate to me through My Pension Online

Your Signature

Date

### GDPR – Privacy Notice

The Greater Gwent (Torfaen) Pension Fund is part of Torfaen Council, which is a Data Controller under the General Data Protection Regulations. This means we store, hold and manage your personal data in line with statutory requirements to enable us to provide you with pension administration services. To enable us to carry out our statutory duty, we are required to share your information with certain bodies, but will only do so in limited circumstances. For more information about how we hold your data, who we share it with and what rights you have to request information from the Fund, please visit <https://www.gwentpensionfund.co.uk/media/3748/privacy-notice.pdf>

## Information about your request

- We aim to provide you with your estimate within 21 working days of receiving your estimate request form. This may longer during periods when the Pension Fund is experiencing high volumes of work.
  - We will send your estimate to your My Pension Online account only. It's really simple to sign up on our website [www.gwentpensionfund.co.uk](http://www.gwentpensionfund.co.uk) Click on the My Pension Online link (at the top of the screen)
1. You'll need your National Insurance Number and Post Code
  2. Choose a User Name and Password.
  3. Answer some security questions. When you've registered we'll post a PIN number to your home address. When you get your PIN number (in about 5 days) you can then login to see your own pension account.
- If you do not have internet access please contact us and let us know we will send your estimate by post to your home address.
  - You are entitled to one free estimate requested within a 12 months period or two free estimates if they are for different financial years i.e. April 2019 and April 2020. If you require a further estimate within 12 months of your previous request this may incur a charge at the discretion of the Greater Gwent (Torfaen) Pension Fund.
  - If you are a deferred member you should not fill in this form you should fill in a Deferred Pension Payment Request Form which is available on our website under the Forms and Publications section.
  - You should not fill in this form if:
    - Your employer has offered you voluntary or compulsory redundancy
    - Your employer is ending your employment for business efficiency reasons
    - Your employer has awarded you ill health retirement.
  - If any of the above apply you should contact your employer's HR department to ask them to request your retirement figures. The Pension Fund is unable to provide these figures directly to members.
  - If you are 2 or more years from reaching your 55<sup>th</sup> birthday we will not be able to provide an estimate of your LGPS pension you should login to your My Pension Online account and use the online pension calculator.

## Sending your estimate request form to us

Please scan (or photograph) both sides of this form and upload it to us securely through your My Pension Online account; or email it to [pensions@torfaen.gov.uk](mailto:pensions@torfaen.gov.uk); or post it to:

Greater Gwent (Torfaen) Pension Fund

Torfaen County Borough Council, Civic Centre, Pontypool, Torfaen, NP4 6YB