

Local Government Pension Scheme (Councillors) Retiring: What Happens Next?

Step 1: Leaving Employment / Claiming Your Deferred Pension

Your employer will provide your 'leaver information' or will have already provided this information to us when you left employment

Step 2: Calculating Your Benefits

Clwyd Pension Fund will calculate your final pension benefits and write to you to advise your pension figures and options. Along with our letter will be;

- A guide to retiring
- Forms for you to complete and return

Step 3: Making Choices and Filling in the Forms

Ensure you read your retirement options letter carefully and choose a suitable option. The forms that you will need to complete are:

- Retirement Option Form
- Pension Bank Form
- Lump Sum Bank Form
- Life Time Allowance Form
- Personal Details Form

You will also be asked to provide any relevant certificates e.g. birth certificate / marriage certificate etc.

Step 4: Processing Your Benefits into Payment

Once your forms have been received, Clwyd Pension Fund will process the calculation of your final benefits based on the choice you have made on your Retirement Option Form, and will pay your benefits into your nominated bank account(s).

Step 5: How the Payments Work

- Any Tax Free Lump Sum entitlement will be paid within 7-10 working days of our final letter
- Pension payments are paid on the 28th of each month
- However, if this is your first pension payment, any arrears will be paid within 2 weeks of the date of your final letter

Step 6: Additional Information

- Please ensure you keep us informed of any changes to your personal details
- HMRC will be informed of your income from Clwyd Pension Fund, and will inform us if you have a new tax code