

Avon Pension Fund

Local Government Pension Scheme

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Bath & North East
Somerset Council

for you, for now, for the future
lgps
2014



What you need to do when you want to retire

A step by step guide to retiring

You can choose to retire and draw your pension from the Local Government Pension Scheme (LGPS) at any time from age 55 to 75, provided you have been in the scheme for two years.

The following guide outlines the main stages of the retirement process.

Please be aware that many of the stages require you and your employer to act and provide information to the Fund. Please allow time for this.



I'm thinking of leaving and retiring

If you are interested in getting an estimate of what your pension would be contact the Avon Pension Fund

This estimate will outline the benefits you would receive if you were to leave. You can request an estimate by using our online [Contact us](#) form or you can do this yourself using [my pension online](#) Please include your NI number, date of birth and when you would like to retire.



Make the decision to retire



Hand in your resignation to your employer

Tell your manager that you want to retire and the date that you want to leave.



Your manager will pass on this information to your HR team/department



Your HR team/department will pass this information to your payroll team/department



Your payroll will complete a Leaver Form

This outlines all your details including pay details and your leaving date.



Your payroll sends the Leaver Form to the Avon Pension Fund



Avon Pension Fund processes your Leaver Form

This takes approximately 10 days for us to complete.



Avon Pension Fund will send you your pension options – you need to respond to this Options Form

We will send you an **Options Form** highlighting all the options available to you, including:

- Your standard pension benefits
- Options to convert some of your pension to cash lump sum (called lump sum commutation)
- Options for your Additional Voluntary Contributions (AVCs) if you have been paying into an AVC. This can take some time as the AVC provider needs to be contacted

You'll also be sent a **LGPS20 - Notice of Retirement Form**, which you need to complete. This includes the Bank/Building Society detail that you want your pension to be paid into.



Return your forms to the Avon Pension Fund

You need to return your:

- **Options Form**
- **LGPS20 - Notice of Retirement Form**
- and **your original certificates (such as birth, marriage etc)**



Avon Pension Fund processes your forms

This takes approximately 10 days to complete. We will return your original certificates.

Your pension is then brought into payment

You will be paid your annual pension in 12 monthly instalments.

View our [Receiving a pension](#) section at www.avonpensionfund.org.uk for more details on when and how your pension is paid.

The time it takes to complete this process is dependent on individual circumstances and the Fund receiving all the required information. Please allow plenty of time when thinking of leaving.

More information

For more information or if you have a problem or question about your LGPS membership or benefits, please contact:

Avon Pension Fund
Bath and North East Somerset Council

Web: www.avonpensionfund.org.uk
E-mail: avonpensionfund@bathnes.gov.uk
Tel: 01225 395100

The national web site for members of the LGPS can be found at www.lgpsmember.org.

Disclaimer

The information in this guide applies to individuals who were contributing members of the Local Government Pension Scheme on 1st April 2014 or who have since joined.

The guide was up-to-date at the time of publication in March 2019. This guide is for general use and cannot cover every personal circumstance nor does it cover specific protected rights that apply to a very limited number of employees. In the event of any dispute over your pension benefits, the appropriate legislation will prevail as this guide does not confer any contractual or statutory rights and is provided for information purposes only.

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