

# Parliamentary Contributory Pension Fund

## Retirement Options form

### Your details (please complete in BLOCK CAPITALS)

Title, decorations, etc	
Surname	Forenames
NI no.	
Home address	
	Postcode
Date of birth	Telephone no.
Mobile no.	Email

### Request for payment of benefits

I wish to apply for payment of my pension from: (Date) \_\_\_\_\_

I wish to apply for payment of:

- All my PCPF benefits  Final salary section benefits (MP and/or Ministerial)  
 MP/Office holder CARE section benefits  Ministerial CARE section benefits

### Your options

#### How are you going to take your benefits?

You have different options of how to take your benefits:

**1. Cash lump sum** - Choose how much lump sum you receive, up to the maximum available. Take more cash lump sum and less pension; or more pension and less cash lump sum; or a specified amount of lump sum. It is up to you.

#### Cash lump sum options (tick one box only)

- Yes, I would like to take the maximum lump sum.  
 I would like to take a specific lump sum of £\_\_\_\_\_ (this must be between the value of your minimum lump sum and the maximum lump sum shown on your estimate)  
 I don't want to take a lump sum.

**2. Early Retirement Waiver** - You can elect to buy out the reduction on your benefits, the cost of which needs to be paid before your benefits are calculated (this option is only applicable if you are under Normal Retirement Age/Effective Pension Age).

**Early Retirement Waiver** - (please tick if required)

- Yes, I would like to buy the Early Retirement Waiver.

**Note:** This option is only available to you if you are under Normal Retirement Age/Effective Pension Age.

**3. Allocation of pension** - If you have built up membership in the Ministerial Pension Scheme (CARE section only), you can give up some of your benefits to provide an extra pension for a dependant. Please contact Buck for more details regarding this option.

## Payment of pension

Please pay my pension into the following bank/building society account

Sort code	Account no
Roll no. (if applicable)	
Account holder name	

## Payment of tax-free cash sum

Please pay the tax-free cash sum (tick one box):

- into the same bank/building society account as my pension (detailed above)
- by cheque sent to my home address
- into my bank/building society account detailed below:

Sort code	Account no
Roll no. (if applicable)	
Account holder name	

## Lifetime Allowance (LTA)

I confirm that the value of my PCPF pension plus the value of all my other pensions which are currently being paid to me or will come into payment on or before my PCPF pension is paid:

- will not exceed the Lifetime Allowance (LTA)
- will exceed the Lifetime Allowance and I attach a Pension Protection Certificate
- will exceed the Lifetime Allowance. I do not have a Pension Protection Certificate

## Calculating your Lifetime Allowance (LTA)

In assessing whether or not your pension entitlements exceed the LTA, please complete the following calculations:

- a. Multiply your PCPF pension by 20. If you decide to take a tax-free cash sum, you should multiply your reduced pension by 20 and then add the tax-free cash sum to this figure.
- b. Multiply the current annual pension you receive from other arrangements (where the first payment was made before 6 April 2006) by 25.
- c. For pensions from other pension arrangements paid, or transferred overseas, after 5 April 2006, total the value of the LTA used up from each pension. These figures should have been provided to you upon retirement or transfer.

### Important notes

1. Do not include any benefits paid by the State in b) and c).
2. Should a tax charge be levied by HMRC as a result of incorrect information being supplied in relation to the overall value of all your pension entitlements and/or protection of your benefits, you will be personally liable for the tax charge.

## Certificates

**I enclose the following documents:** (tick as appropriate)

These will be returned immediately by recorded delivery

- Original birth certificate/passport
- Original marriage certificate/civil partnership certificate
- Original spouse's/civil partner's birth certificate/passport

Signed	Date
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**Please return this form to:**

PCPF Administration Team, Parliamentary Contributory Pension Fund, Buck (Bristol), PO Box 319, Mitcheldean GL14 9BF

**Administered by Buck:** PCPF, PO Box 319, Mitcheldean GL14 9BF DL1 9FP. **T:** 0330 123 0634 **E:** PCPF@buck.com **W:** www.myPCPFpension.co.uk

The Trustees, the Secretariat and their advisers, and the administrators of the Fund, will process personal data in relation to you in order to administer the Fund. This may include sensitive data (as defined in the Data Protection Act 1988). In accordance with the Data Protection Act 1998, all information concerning Fund members and their dependants will be treated by the Trustees and their advisers as confidential. If you wish to inspect any data that is held about you, please contact the administrators of the Fund.