

Transfer of Benefits

Help for anyone thinking of moving their pension rights to the NHS Pension Scheme

Important Document. Please keep in a safe place

Request to transfer benefits into the NHS Pension Scheme

Thank you for enquiring about transferring your pension benefits to the NHS Pension Scheme (NHSPS).

The NHSPS can accept a transfer from another HMRC Registered Pension Scheme or a Qualifying Recognised Overseas Pension Scheme (QROPS). If you recently joined the Scheme or are thinking of doing so, NHS Pensions will be pleased to confirm whether a transfer can be accepted and to explain how NHSPS benefits will be increased.

To do this we will need some details from you and your previous pension provider. This booklet contains instructions and forms to help you get them.

If your overseas pension provider is not a QROPS please write to NHS Pensions for confirmation of our requirements. Overseas transfers include any transfers from NHS pension schemes in the Republic of Ireland, Jersey and Guernsey.

If you are divorced or your civil partnership has been dissolved, the NHSPS cannot accept any transfer payment in respect of pension credits derived from these proceedings.

What you need to do:

- Please read the Important Notes on the following page to check that your application meets the time limits, you will need to know which section of the Scheme you are a member.
- If the transfer is from any of the NHS pension schemes in Scotland or Northern Ireland, please send Form A immediately. Form B is not required.
- For all other transfers complete Part 1 of Form A and send it to your current pensions or payroll manager for the completion of Part 2. Form A should then be returned to you to keep until you receive the transfer value quotation from your previous pension provider.
- Send Form B, with Form B Notes, to your previous pension provider immediately. Please note that a benefit statement does not include transfer details and should not be sent to NHS Pensions.
- Your previous pension provider should normally provide a transfer value quotation within 3 months of your request. When you receive it, send it and Form A to us straight away.
- Do not send any Policy documents to us, but keep them in a safe place until you receive our membership credit quotation. If you decide to proceed with the transfer, you should return any Policy documents to your previous pension provider, with any option forms we send you.

Important Notes

Your commitment

If you are transferring from a scheme other than NHS Scotland or Northern Ireland, you are NOT committing yourself to a transfer of pension benefits by making this enquiry. You can decide finally when we confirm what your previous pension benefits will be worth in the NHS Pension Scheme.

Any membership held in NHS Scotland or Northern Ireland will normally be transferred on receipt of this request, unless your former membership was not deferred and you have had a break of 12 months or more before joining NHS England & Wales.

Our membership credit quotation will be sent to you within 2 months of receiving all the information we require.

Time limits

Applications to transfer pension benefits into the Scheme must be made:

- **1995 Section:** within 12 months of joining the Scheme for the first time and before the normal pension age, age 60.
- **2008 Section:** within 12 months of becoming eligible to join the Scheme for the first time and before the normal pension age, age 65.

Special rules apply to NHS employees transferring from NHS Scotland and Northern Ireland.

The NHSPS cannot accept a transfer payment if:

- **1995 Section:** our option forms are completed or you join the Scheme after reaching age 60.
- **2008 Section:** our option forms are completed or you join the Scheme after reaching age 65.

Special rules apply where the employment is transferred to a new employer as a result of a transfer of an under-taking.

Your transfer may buy less membership, than quoted, if:

- **1995 Section:** it takes more than 12 months from you joining the NHS Pension Scheme to complete.
- **2008 Section:** it takes more than 12 months from you becoming eligible to join the NHS Pension Scheme to complete.
- If the actual payment we receive is lower than originally offered, even if the transfer is completed within the 12 months time limit. The membership credit you receive is always dependent on the actual transfer payment received.

Public Sector Transfer Club arrangements:

- If your previous pension provider is a member of the Public Sector Transfer Club (the Club) you must apply for a transfer within 12 months of becoming eligible to join the NHS Pension Scheme for Club arrangements to apply.

Club arrangements do not apply if you join a Club scheme as a result of a compulsory transfer of employment. More information about the Club is located on the Civil Service website at: www.civilservice.gov.uk/pensions/transfer-club

NHS Pensions will not accept responsibility for any delays incurred either by you or your previous pension provider.

Make sure your application meets these time limits by completing and sending all forms to us immediately.

Your previous pension provider may guarantee their transfer value.

- If the transfer is from a salary related pension scheme your previous pension provider will normally guarantee their transfer value quotation (also known as the cash equivalent transfer value (CETV)) for a period of 3 months. After this period the amount may be subject to recalculation and there may be a charge for this.

- If your previous pension provider is an occupational pension scheme, they may have set a deadline for the transfer to be completed. If they have, it is important to send us their transfer value quotations as soon as possible as NHS Pensions will not be responsible for any charges should their deadline not be met.
- If you are transferring from a personal pension, stakeholder, Section 32 buy-out or money purchase scheme, your previous pension provider may not guarantee their transfer value quotation. If the transfer payment received is different from the amount quoted, the membership that the transfer will buy, may change.

Please note:

If the pension benefits being transferred include protected rights, we may need to contact HMRC National Insurance Services to the Pensions Industry (NISPI) for information required for our calculations. Please note that this could prolong the transfer.

With the exception of transfers from NHS Scotland or Northern Ireland the NHSPS cannot accept a transfer payment unless we have first provided you with a membership credit quotation. Any payment received where this has not occurred will be returned to your former pension provider.

Before sending the transfer value quotation to NHS Pensions, make sure that your previous pension provider has given us all the information we require by using the Checklist at the back of this booklet. We may have to close our files until all the information we require is received.

Our membership credit quotation will include an option form for your completion. If you decline to transfer or do not respond, any subsequent enquiry will be treated as a new request and will be subject to the time limits in the normal way.

Contact your previous pension provider if you are having difficulty getting transfer details. Contact your local pension or payroll manager or NHS Pensions if you need help with anything else. Our address is shown at the top of Form A.

NHS Pension Scheme Group Money Purchase AVC

The NHS Scheme has its own Group Money Purchase AVC run by Standard Life and Prudential. If you have money purchase AVCs and you transfer your main pension rights to the NHS Scheme, you have the choice to transfer your AVCs to Standard Life and Prudential.

If you are transferring your AVCs, the new NHS AVC provider will need to know what type of fund you wish to invest in. You will need to make sure that you have completed the Transfer of Single Payment application for your new chosen provider(s).

This form should be sent to your previous pension provider at the same time as your confirmation that you want the transfer of pension benefits to proceed. Your previous pension provider will then forward this form to NHS Pensions at the same time as they issue the transfer payment.

Failure to return this form may result in a loss of investment. **NHS Pensions or the NHS AVC Provider(s) will not accept liability for loss of investment in such circumstances.**

Standard Life has a minimum transfer limit depending on whether contributions to the AVC will continue. If the AVC to be transferred is less than £1,000.00, please discuss your options with them, before selecting them as your provider.

If you had a “free-standing” money purchase AVC arrangement through a different pension provider, you may still be able to transfer it to either of the above NHS providers.

If you would like to know more, please contact Standard Life or Prudential at the addresses shown below. Do **not** contact NHS Pensions or complete this booklet.

Standard Life
Group Pensions Public Sector
Standard Life House
30 Lothian Road
Edinburgh
EH1 0WT

Prudential
NHS AVC Department
Stirling
FK9 4UE

Telephone 0800 33 33 06
Website www.standardlife.co.uk/nhs

Telephone 0845 070 2456
Website: www.pru.co.uk/nhs

Part 2 Details for YOUR NHS EMPLOYER to complete

Title (Mr, Mrs, Miss, Dr)

Surname

Former surname (If applicable)

Other names

Date Transfer Booklet requested

Salary at commencement

Actual if whole-time member

Notional whole-time if part time member.

This must be given for a part-time member, or our calculations will be incorrect.

Current Salary

Notional whole-time if part time member

Job Title

Date commenced NHS employment

A Guide or induction course to the NHS Pension Scheme was given to the member on commencement of employment

Yes No

Date joined NHS Pension Scheme

Is the employment a result of a Transfer of Undertaking (TUPE)

Yes No

Is member part-time?

Yes No

If 'Yes' can you confirm that you have given a notional whole-time salary above?

Yes

Signature of Pension Officer

Date

EA / GP code

EA / GP Practice Stamp

Important Note: NHS Employers must not complete or sign any Option Forms sent by the previous pension provider.

National Insurance number

Membership number (if known)

Payrol reference number

Verified date of birth (must be verified by you now, if you have not done so already)

Form B - To be completed by previous pension provider

NHS Pensions require this information because I have enquired about transferring the cash equivalent of my pension with you to the NHS Pension Scheme (NHSPS).

Part 1 Member details

(Part 1 must be completed before you send this form to your previous pension provider.)

Title (Mr, Mrs, Miss, Dr)

Surname

Former surname (If applicable)

Other names

Name of previous pension scheme

Address

Post code
<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

Date of Birth

<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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National Insurance Number

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Part 2 To be completed by the previous pension provider.

Please read Form B notes, then answer all the questions below or tell us on your documentation the relevant information required on this form and return the completed form to the above address.

Please state if your scheme is HMRC registered and tell us the pension scheme tax reference (PSTR) number Yes No

PSTR number

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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If your scheme was approved prior to 6 April 2006, we need to know the scheme type of the policy

- Club Scheme (Public Sector) - Attach club calculation ONLY and note the questions overleaf about Scheme Earnings Cap
- Personal Pension Scheme (formerly approved under Chapter 4 Part 14 of ICTA 88)
- Occupational Scheme (formerly approved under Chapter 1 Part 14 ICTA 88)

If your scheme is an occupational scheme, have benefits in excess of GMP/9(2)(b) rights accrued since 17 May 1990 been equalised for male and female members? Yes No **If NO, the transfer cannot proceed**

If yes, will you indemnify the NHSPS to cover any loss if it were later found that the equalisation was insufficient? Yes No **If NO, the transfer cannot proceed**

Form B Notes

Important NHS Pension Scheme Details – to be sent and read together with Form B

The NHS Pension Scheme is a statutory pension scheme as defined in Section 612(1) of the Income and Corporation Taxes Act (ICTA) 1988 and on 6 April 2006 became a Registered Pension Scheme, for the purposes of the Finance Act 2004.

The Pension Scheme Tax Reference (PSTR) Number is 00328820RJ. The Scheme is contracted out of the State Second Pension Scheme (S2P) under SCON 2730000B and ECON 3900000M and Guaranteed Minimum Pension (GMP) is revalued under section 148 orders.

The Scheme will only accept transfer payments including any equivalent pension benefits or Money Purchase AVCs (MPAVCs) from a HMRC Registered Pension Scheme provided they,

- are for equal benefits in accordance with the EC Treaty. We will also accept transfers from schemes where benefits in excess of a GMP have been equalised and the former scheme guarantees to make good any equalisation deficiencies should there be any.
- are sufficient to cover any GMP liability
- do not include periods before 6 April 1975 for which pension contributions have been refunded
- do not include the remaining balance of the fund following a drawdown of a lump sum from the previous fund.

We are unable to accept any transfer payments from:

- a Registered Pension Scheme which was a retirement annuity approved under Section 620 (formerly a Section 226 policy) of the ICTA 1988 before 6 April 2006
- a free-standing AVC scheme, which on 6 April 2006 became a registered free-standing AVC scheme and which immediately before that date was approved under section 591(2)(h) of the ICTA 1988 (free-standing AVC schemes).
- pension credit benefits which have been obtained as a result of pension sharing proceedings.
- a scheme formerly approved under Chapter III of Part XIV of ICTA 1988.

Please see the following transfer value information NHS Pensions will need from a previous pension provider.

Personal Pension Scheme

The NHS Pension Scheme will accept transfers from a personal pension scheme, which is either:

- approved under Chapter IV of Part XIV of the ICTA, and on 6 April 2006 became a registered pension scheme, or
- established as a registered pension scheme, on or after, 6 April 2006 and which the Secretary of State agrees to recognise as a transferring scheme.

Form B details the information we need. You must tell us the ICTA1988 approval of your scheme.

Occupational Pension Scheme

The NHS Pension Scheme will accept transfers from an occupational scheme, within the meaning of section 1 of the Pension Schemes Act 1993, which is either:

- approved under Chapter I of Part XIV of the ICTA 1988 (retirement benefits schemes) or whose application for approval under that Chapter was under consideration, and on 6 April 2006 became a registered pension scheme for the purpose of the 2004 Act, or
- a statutory scheme as defined in section 612(1) of the ICTA 1988, and on 6 April 2006 became a registered pension scheme for the purpose of the 2004 Act, or
- a scheme to which section 608 of the ICTA 1988 applied (superannuation funds approved before 6 April 1980), and on 6 April 2006 became a registered pension scheme for the purpose of the 2004 Act, or
- established as a registered pension scheme, for the purpose of the 2004 Act, on or after 6 April 2006 and which the Secretary of state agrees to recognise as a transferring scheme.

Your calculations should state whether the member was subject to a Scheme Earnings Cap, even if the Cap was not exceeded. Where appropriate, separate transfer values must be provided for the capped and uncapped periods.

Form B details the information we need. You must tell us the ICTA1988 approval of your scheme.

PLEASE DO NOT SEND ANY PAYMENT AT THIS STAGE.

CHECKLIST

If your previous pension provider is not NHS Scotland or Northern Ireland, please check that your application to transfer satisfies the time limits as explained in this booklet.

If your application does not satisfy the time limits, a transfer is not normally possible. If you consider that you were prevented from making an earlier application because of exceptional circumstances, you should write to us in the first instance and we will consider whether the time limit can be extended in your case.

Please be aware that if time limits are extended Club arrangements will not apply and your membership credit will be calculated using your salary in the NHS Pension Scheme.

Please check what you need to send us. We need the following information to be confirmed on Form B, or any paperwork from your previous pension provider, in order to proceed with your transfer application.

We need to know:

- HMRC approval: is your previous pension scheme registered and have they confirmed the PSTR number?
- Where you subject to the earnings cap in your former scheme.
- Did you have a money purchase AVC with your previous pension scheme?

If your previous pension scheme was approved prior to 6 April 2006 we need to know:

- If personal pension scheme: was it formerly approved under Chapter 4, Part 14 of ICTA 1988?
- If occupational pension scheme: was it formerly approved under Chapter 1, Part 14 of ICTA 1988?
- The dates you contributed to your previous pension scheme

If your previous pension scheme was contracted-out, we need to know:

- The dates of contracted-out membership
- The ECON and SCON or ASCON numbers
- The total transfer value and the post 5 April 1997 transfer value

Make sure:

- The transfer value is a current quotation and any guarantee period has not yet expired
- You include any option forms required by your previous pension provider, but do not sign them at this stage

PLEASE DO NOT SEND US ANY POLICY DOCUMENTS

