

NHS Pensions active members retirement process



Step 1

Read the Retirement Guide on our website

Step 2

Tell your employer that you want to claim your pension benefits, agree an intended retirement date and obtain a retirement benefits claim form (AW8).

Note: We recommend you do this at least four months before your intended retirement date to allow your employer and NHS Pensions to process your application and make the necessary payment arrangements.



Step 3

Complete Parts 7 to 15 of the form. There are guidance notes at the back to help you.

Note: It is important that you fully complete all the required parts of the form



Step 4

At least three months before you plan to retire return your form to your employer along with any required certificates.

Note: Only original or certified copies of certificates are acceptable



3 Months

Your employer will complete the remaining parts of the form and submit it to NHS Pensions.

We will check the application, register receipt and give it a target date.

Note: We may return your application if it is incomplete.

Note: We may need to request some further information from you, your current or a previous employer. This may cause a delay in paying your benefits.

When your application has been processed, you will receive a letter confirming your benefits and who to contact if you have any queries once your pension is in payment.



Step 5

We aim to pay your pension and lump sum within 30 days of your retirement date, as long as we have all the information needed to process your application. We aim to pay any lump sum on the day following retirement.