How you claim your benefits will depend on what type of member you are.

If you have left NHS employment, you are classed as a deferred member and will follow Joe.

If you are currently in NHS employment you will follow our active member, Sophia. Please watch our other video ‘How to claim your retirement benefits if you are an active member’.

If you are a deferred member like Joe, you can download the AW8P Deferred Benefits Claim Form from our website.

Make sure you follow all the instructions and provide all the information requested.

If any information is missing, it may lead to a delay in processing your application. There are some useful guidance notes at the back of the form to help you.

Don’t forget to send original or certified copies of any requested certificates to us with your application form.

Post your completed form and supporting documents to: NHS Pensions, PO box 2269, Bolton, BL6 9JS.

Once your application has been processed, we will send you a letter confirming your pension benefits.

Further information about NHS Pension Scheme benefits is available on our website at www.nhsbsa.nhs.uk/nhs-pensions

Our online knowledge base ‘Ask Us’ can answer your questions 24 hours a day, 7 days a week at www.nhsbsa.nhs.uk/AskUs

Alternatively, you can contact our member helpline on 0300 330 1346.

The information in this video is correct at the time of publication (November 2016).