

NHS Pensions - Retirement benefits claim form (AW8)

To the member:

- Only complete Parts 7 to 15 of this form, your employer will complete Parts 1 to 6. Before completing this form please read the Retirement Guide and the guidance notes at the back of this form
- Help NHS Pensions to pay your benefits on time by returning this form to your employer, at least three months prior to your retirement date.

Please return to:

Employer please TICK as appropriate:

Processed on POL

Not processed on POL

Part 1 - Member details

To be completed by the employer. Please write clearly in CAPITAL LETTERS using BLACK INK. Please read the guidance notes for completing this form, available on our website, about how to complete Parts 2 to 6 of this form.

Title (e.g. Mr, Mrs, Miss, Dr)

Surname

Former surname (If applicable)

Other names

NHS Pension Scheme membership number

National Insurance number

Date of birth

Last day of Scheme membership or last day of employment if later or 75th birthday if earlier. Take account of any periods of leave due and untaken at the date of retirement.

Employed as (capacity)

At (hospital, place of employment, Trust, PCT/LHB or DPD)

EA / GP code number

Reason the member is retiring and from which Section or Scheme?

	1995 Section	2008 Section	2015 Scheme		1995 Section	2008 Section	2015 Scheme
Age	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Interest of Efficiency (IOE)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Actuarially reduced VER	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Redundancy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ill health*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Commuted ill health*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*You will need to have submitted an AW33E form available on our website and the application be successful prior to completing this form

Signature

Date

Telephone number

Part 2 - Pensionable pay details

For all Schemes if there are any disallowed days due to unpaid sick leave, email nhsbsa.polia3@nhs.net with the subject title 'Award Pending' providing the dates of the unpaid sick leave and the dates of any payments in lieu of notice or untaken annual leave made after the unpaid sick leave.

If the member is in the 1995/2008 Scheme and has 'pay protection' within the last 12 months complete the details on form AW8 Annex (which is available on our website) and email it to nhsbsa.polia3@nhs.net with the subject title 'Award Pending'.

Ignore the rest of Parts 2 and 3 and go to Part 4 if the member is in the 2008 Section, 2015 Scheme or is a Practitioner.

2.1. Paying Authority

2.2 Is the member paid weekly?

Yes No

2.3 Whole Time and Part Time contributors:

- (A) For member's claiming benefits from the 1995 Section – you **must** provide all **three years** total pensionable pay (TPP). **Each period should span 365 days of pensionable employment.** If the member is **whole time** and the last year is the highest, only complete the top line. The last day of pensionable membership shown here must be the same as the date listed to close the record.

Domiciliary Visit Fees (DVs) and Clinical Excellence Awards (CEA):

Whole time members: (i) Include DV fees and CEA in the figures shown below.
(ii) Show the amount of DVs and CEA separately at (C) below.

Part time members: (i) Exclude DV fees from the figures shown below.
(ii) Complete the whole of PART 3.

(i) Last year

From to Disallowed days Amount

(ii) Middle year

From / / to / / Disallowed days Amount £

(iii) Earliest year

From / / to / / Disallowed days Amount £

- (B) Amount of **deemed** pensionable pay in respect of sickness (not SSP), staged pay awards, bonus/ special duty payments, merit or distinction awards, london weighting included in (A) above in highest year only:

£

- (C) (i) Amount of DVs included at (A) above:

£

- (ii) Amount of CEA included at (A) above:

2.4 Annual Rate At Cessation:

Complete the annual rate of pay at cessation of employment or at last day of pensionable membership if earlier.

Part 3 - Additional information for part time members (including part time specialists)

- 3.1 For **ALL part time members** please give the Notional Whole Time pensionable pay for each of the last three years, or lesser period if applicable. This figure should be the pensionable pay that **would have** been paid in a single comparable whole time employment.

Last year

Middle year

Earliest year

Please complete for any member with part time Specialist membership since 15/12/1966.

3.2 (A) Show below any Domiciliary Visit Fees earned in the last three years. Include part years if less than three years.

(i) Last year

From to Amount

(ii) Middle year

From to Amount

(iii) Earliest year

From to Amount

(B) Has the Specialist been entitled to the percentage increase in pensionable pay set out in the Terms and Conditions of Service for Hospital Medical and Dental Staff for their part time membership? Yes No

For members with:

- (i) INCLUDE Distinction Awards. Show class (A+, A, B) £
- (ii) INCLUDE Clinical Excellence Awards. Show class (1 - 11)
- (iii) EXCLUDE any Domiciliary Visit fees.

Part 4 - Verification of dates and details given by member in Part 7

In all circumstances original certificates or certified copies must be seen. Enter Y (Yes) or N (No)

- 4.1** Has the member's date of birth at Part 7.2 been verified by sight of the birth certificate? If the birth certificate is not available, another official document such as a passport, can be used for verification, failure to verify may result in a delay of the claim.
- 4.2** Have details of marriage given in Part 11.1 been verified by sight of the marriage certificate?
- 4.3** Have details of a registered civil partnership in Part 11.1 been verified by sight of the civil partnership certificate?
- 4.4** Has the spouse or civil partner's date of birth given in Part 11.1 been verified by sight of the birth certificate or another official document?
- 4.5** Has any date given in Part 11.1 been verified by sight of the relevant document, ie the death certificate or the decree absolute or a civil partnership dissolution order?
- 4.6** Have any children's dates of birth given in Part 11.2 been verified by sight of the birth certificates or passport?
- 4.7** On Pensions Online cases you must complete the table with details from the Enhanced, Primary or Fixed Protection certificate. For all cases you must make a copy of the Protection certificate and send it to NHS Pensions. For cases not submitted via Pensions Online the copy must be attached to the AW8.

Part 5 - Compensation retirement cases only (03 exit code only)

Redundancy Supplementary Checklist complete and forwarded to NHS Pensions Yes No

5.1 Classification (Tick the appropriate box).

- (a) Admin and clerical (b) Ambulance Person (c) Ancillary
- (d) Medical and Dental (e) Nurse or midwife
- (f) Professional and Technical (g) Other

5.2 Reason for retirement (Tick the appropriate box. If two or more reasons apply, tick the highest).

- (a) Competitive tendering Premature retirement 1
- Redundancy 2
- (b) Organisational change Premature retirement 3
- (Commissioning a patient led NHS)

- | | | | |
|-----|---|---|--------------------------|
| | Premature retirement (Other) | 4 | <input type="checkbox"/> |
| | Redundancy (Commissioning a patient led NHS) | 5 | <input type="checkbox"/> |
| (c) | Other closures | 6 | <input type="checkbox"/> |
| (d) | Other redundancies (include those from Organisational change) | 7 | <input type="checkbox"/> |
| (e) | Early retirement in the interest of the efficiency of the service | 8 | <input type="checkbox"/> |

5.3 Redundancy payments by EA

EA responsible for any compensation charges	EA code
<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

Concurrent Pensionable Employments:

Have you received a completed form AW343 from the member? Yes No

Part 6 - Certification

Please check:

6.1 Ill Health Retirement: Have you received confirmation of acceptance for ill health retirement from NHS Pensions medical advisers? **Do not** send/submit this form until you hold such confirmation.

6.1a Commuted Ill Health: **Has form AW341 been received and signed by the member?**
 Yes No Please obtain and forward separately

6.2 Compensation Retirement (redundancy):

I certify that:

- (1) The details given in Parts 1 to 6 are correct and the amounts shown in Part 2 have been reconciled with the pension contributions submitted to NHS Pensions.
- (2) All Scheme contributions have been, or will be, deducted from the member's pensionable pay.
- (3) Form SD55T has been completed on Pensions Online. Or you have submitted the Leaver Excel spreadsheet to NHS Pensions to terminate the record.
- (4) If the box at Part 6.2 is ticked, entitlement to NHS redundancy benefits is provided for in the member's terms and conditions.

Authorised Signatory	<input type="text"/>	
Please print full name	<input type="text"/>	Date <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/>
EA / GP Practice stamp	<input type="text"/>	

Now process this form on Pensions Online (POL) or send it to NHS Pensions IMMEDIATELY.

Auditor's Statement. For completion only when required.

I certify that *(subject to my report attached) these pensionable pay details agree with the entries in the books and records of the Employing Authority. (*delete as necessary).

Signature of Auditor	<input type="text"/>	Date <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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The following parts are to be completed by the Scheme member

To the member:

Before you complete Parts 7 to 15 of this form, please read:

- the guidance notes at the back of this form
- the Retirement Guide

Remember to return your completed form to your employer at least three months prior to your retirement date to ensure that your benefits are paid on time.

NOTE:

In Part 13 we ask you to provide again some of the information that you have already written in Part 7. This is because Part 13 may be detached and sent separately to our Pensioner Administration Team for them to make arrangements to pay your benefits on the due date.

How we use your information

The NHS Business Services Authority – NHS Pensions will use the information provided for administering your NHS Pension Scheme membership and processing payment of your NHS pension benefits. We may share your information to administer and pay your NHS pension, enable us to prevent and detect fraud and mistakes, for debt collection purposes, or as required by law. For more information about who we share your information with and how long we keep your personal data and your rights, please visit our website at www.nhsbsa.nhs.uk/yourinformation

Part 7 - About yourself

7.1 About yourself. Please write in CAPITAL LETTERS using BLACK INK

Title (e.g.Mr, Mrs, Miss, Dr)

Surname

Former surname (If applicable)

Other names

National Insurance number

Address

Contact telephone number

Email address

7.2 Your date of birth:

Please show your birth certificate to your employer. If your birth certificate is not available, show another official document, such as a passport, instead, failure to do so may result in a delay of your claim.

Part 8 - Employment details

8.1 Please confirm your intended retirement date

8.2 Have you any other work in the NHS at the time of retirement from this job?

Yes

No

8.3 Will you be re-employed in the NHS after retirement from either 8.1 or 8.2?

Yes

No

If you ticked YES at 8.2 above, please tell us below about the work you are doing:

Where do you work?

What is your job?

When will this job end?

If you ticked YES at 8.3 above, please tell us below about the work will be doing:

Where will you be working?

What will your job be?

On what date will the job begin?

More information about re-employment is available on our website at: www.nhsbsa.nhs.uk/nhs-pensions.

Part 9 - Allocating part of your pension

9.1 Do you wish to allocate part of your pension?

(This means giving up part of your pension **now** to provide a pension for someone else when you die, **in addition to** any survivor benefits payable from the scheme)

No

Yes

Read the Allocation section of our website at: www.nhsbsa.nhs.uk/nhs-pensions.

Complete form AW8/11A and send it to us with this form

Part 10 - Retirement lump sum - please refer to the guidance notes for further information

10.1 Which Section or Scheme are you claiming your benefits from (tick all that apply)

- 1995 Section (Please complete Part 10.2)
- 2008 Section (Please complete Part 10.3)
- 2015 Scheme (Please complete Part 10.4)

Where the capital value of all your pension benefits is more than £6,000 but less than £30,000 (between approximately £300 and £1,500 per year in the 2008 Section and 2015 Scheme and between approximately £260 and £1,300 in the 1995 Section) you **may** be able to take all your benefits as a one off payment. See our website for further information.

Before you complete this section please refer to the application guidance notes to ensure you fully understand your options. It may not be possible for you to change your decision once your benefits are already in payment.

10.2 1995 Section (only complete if you have 1995 Section membership on or after 01 April 2008)

Do you want an additional lump sum by giving up part of your pension? Yes No

If YES do you want:

- A. The maximum additional lump sum, which may incur a tax charge, or Yes
- B. The maximum tax free amount, or Yes
- C. An additional amount less than the maximum amount permitted, of: £

(Enter the amount in whole pounds divisible by 12 only. This is in addition to your normal lump sum entitlement.)

10.3 2008 Section

Do you wish to give up part of your pension to receive a lump sum? Yes No

This is in addition to your mandatory lump sum equivalent to your entitlement under the 1995 Section for your membership up to 31/03/2008 if you opted to move from the 1995 Section to the 2008 Section.

If YES do you want (select one option):

- A. The maximum lump sum, which may incur a tax charge, or Yes
- B. The maximum tax free amount, or Yes
- C. An amount less than the maximum amount permitted, of: £

(Enter the amount in whole pounds divisible by 12 only.)

10.4 2015 Scheme

Do you wish to give up part of your pension to receive a lump sum? Yes No

If YES do you want (select one option):

- A. The maximum lump sum, which may incur a tax charge, or Yes
- B. The maximum tax free amount, or Yes
- C. An amount less than the maximum amount permitted, of: £

(Enter the amount in whole pounds divisible by 12 only.)

Part 11 - About your status

11.1 About your status

We ask you to show various certificates and other papers to your employer. BUT, IF YOU WISH, you can send information about your marital or civil partnership status and family direct to NHS Pensions instead. You must send original certificates or certified copies, not photocopies. The address is in the Retirement Guide.

If you use this method please write a covering letter enclosing the certificates etc. Be sure to show your Scheme membership number clearly in your letter and put a tick in this box:

Single (not previously married)

Married Please give date / /

Your employer will need to see your marriage certificate and spouse's certified birth certificate

Civil partnership Please give date

Your employer will need to see your civil partnership registration certificate and civil partner's certified birth certificate

Widowed/surviving partner Please give date

Your employer will need to see your spouse's or civil partner's certified death certificate

Divorced or dissolved civil partnership Please give date

Your employer will need to see your decree absolute or certified civil partnership dissolution order

Please tell us:

Your spouse or civil partner's date of birth

Your employer will need to see your civil partner's or spouse's certified birth certificate

Your spouse or civil partner's first names

Your spouse or civil partner's surname

Your spouse or civil partner's National Insurance number

11.2 Dependant children: Please read 'A survivor's guide to the NHS Pension Scheme'

If you die and leave any dependent children, a children's pension may be payable from the Scheme.

Have you any dependent children? Yes Give details below No

Your employer will need to see their birth certificates or passports.

Surname and other names	Gender	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"/> / <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"/> / <input type="text"/> / <input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>

Part 12 - HM Revenue and Customs (HMRC) information

To comply with HMRC legislation please answer the following questions. It is important that you complete these questions fully and correctly and supply any information asked for. Failure to do so will delay the payment of pension and lump sum and may cause all your benefits to have the Lifetime Allowance Charge (LTAC) applied to them.

12.1 Have you any pension arrangements, this includes money purchase AVC's, that are separate from your main NHS pension benefits, either in payment or not?

Yes please continue No go to question 12.6

12.2 Will your annual pension from all your pension arrangements, including the NHS Pension Scheme, be more than £35,000 per year? Or have you accessed your benefits with another pension scheme using pension flexibilities?

Yes please continue Don't know please continue No go to question 12.6

12.3 Excluding your main NHS pension benefits were any of your separate pension benefits in payment **on or after 6 April 2006**? This includes any benefits from another pension provider accessed using pension flexibilities.

Yes please continue No go to question 12.4

(i) Please give us the total combined percentage of Lifetime Allowance (LTA) (to two decimal places i.e.43.21%) used by all your separate pension benefits in payment on or after 6 April 2006.

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(ii) Date of first Benefit Crystallisation (The date accrued benefits are put into payment from another pension provider after 5 April 2006)

		/			/				
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12.4 Excluding your main NHS pension benefits were any of your separate pension benefits in payment **before 6 April 2006**?

Yes please continue No go to question 12.5

(i) Gross annual rate (before deduction of income tax) of pension(s) in payment, from your separate pension arrangements (not your main NHS pension) at the earlier of either today's date or a date at 12.3(ii).

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12.5 If you are in receipt of any other benefits and you are unable to provide us with the answers to questions 12.3 and 12.4 we will only be able to process your application if we treat your NHS Pension Scheme benefits as entirely in excess of the LTA. This will mean the Scheme pays 55% of your lump sum and 25% of your pension directly to HMRC, unless you instruct NHS Pensions to defer payment of your benefits until you have gathered the necessary information.

If you would like us to do this, please tick this box.

Alternatively please wait until you know what percentage of the LTA has been used before returning this form. You may need to contact the Scheme Administrator of your other pension arrangements for this.

12.6. Do you have any valid HMRC LTA protection (e.g. Enhanced, Primary, Fixed (2012, 2014 or 2016), or Individual (2014 or 2016))? **If so you must give the paper certificate(s) or a copy of HMRC's notification confirming 2016 protection reference number, or your benefits may be delayed.** Your pensions office will send a copy to HMRC.

Yes please give details below

Certificate number /reference number

No

Part 13 - Payment details

13.1 About yourself. Please write in CAPITAL LETTERS using BLACK INK

Title (e.g. Mr, Mrs, Miss, Dr)

Surname

Former surname (If applicable)

Other names

National Insurance number

Date of birth

Address

Contact telephone number

Email address

13.2 Bank/Building Society account details:

We cannot process the case without this information and all details must be provided in order to avoid delays

Name(s) of account holder (This must be either your name as stated on your account, or the names stated on the joint account you hold with someone else)

Branch sort code

Account number to be credited

and/or Building Society Roll No.

Type of account

Current account - enter 0 Deposit account - enter 1

If your bank is outside the UK, please indicate which country your pension will be paid to:

Full name and address of your bank or building society in the UK, Channel Isles, Isle of Man or Irish Republic only

Post code

You will need to complete the mandate for the payment to be made to an overseas bank and attach it to this form (see guidance notes).

Part 14 - Voluntary deductions

Please read the Retirement Guide and the list of code numbers.

If you want deductions to certain organisations to be made from your pension please give details below.

Code No.	Organisation	Deductions		Health Scheme Membership or Policy No.
		Monthly	Weekly	

I wish the above deductions to be made from my pension. I understand that if the organisations vary the amounts I have to pay, then the deductions from my pension will vary as well.

- I understand that NHS Pensions will be required to disclose the information I have supplied to British Healthcare Association (BHCA) (Services) Ltd.
- I understand that if I do not provide my policy number NHS Pensions will have to disclose my date of birth and address to British Healthcare Association (BHCA) (Services) Ltd. It may also be necessary for NHS Pensions to notify British Healthcare Association (BHCA) (Services) Ltd of any future change of address.

This personal information will be used by British Healthcare Association (BHCA) (Services) Ltd to ensure that the money deducted from your pension is paid to the correct organisation to keep your cover up to date. It will not be used for any other purpose.

Signature

Date

			/				/				
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Part 15 - Declaration

Please sign and date this in the presence of a witness. The notes below explain who can witness.

I DECLARE that:

- I have read the Retirement Guide for members of the NHS Pension Scheme and the application guidance notes attached to this form.
- The information I have given is correct and complete to the best of my knowledge and belief. If I become aware of any change in the information given on this form, or any further new information relevant to the form, I agree to notify NHS Pensions at the earliest possible opportunity.
- I will notify NHS Pensions if I recycle my NHS Pension Commencement Lump Sum.
- I understand that I will have to repay any overpayment of pension if necessary.
- If I have Enhanced, Primary or Fixed protection 2012 or 2014, or Individual Protection 2014 certificate from HMRC I have enclosed a copy of the certificate.
- If I have Fixed or Individual Protection 2016, I have enclosed a copy of HMRC's notification confirming the reference and/or certificate number.
- If I have Fixed Protection 2012, 2014 or 2016 I declare I have checked for Benefit Accrual (Note 2 on the Certificate for Fixed Protection refers) and have not had Benefit Accrual up to and including the date of my retirement.
- I understand that, if I have retired from the 1995 Section on normal age grounds, or voluntary early retirement with actuarial reduction, my pension may be suspended if I return to NHS employment (including a Direction Body/ Independent Provider) within **one calendar month**. Work in the NHS totalling 16 hours or less a week is ignored for this purpose.
- I am entitled to and apply for my retirement benefits from the NHS Pension Scheme.
- I understand that if I claim my benefits from the 1995 Section I will not be able to rejoin or continue in the Scheme.

Applicant's usual signature

Date

		/			/				
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Please ask your witness to sign and complete the section below.

Witness: The spouse or civil partner of an applicant may **not** witness.

Persons who may witness - A person registered in the U.K. as a parliamentary elector may witness in any part of the world.

Outside of the United Kingdom, the Declaration may also be witnessed by one of the following persons. They should state their qualification in the witness space below:

A listed or retired officer of Her Majesty's armed forces.
A permanent or retired civil servant of any country in the British Commonwealth or in the Irish Republic.
A member of Her Majesty's diplomatic service.
An authorised bank official.
A physician or surgeon registered in the territory where the Declaration is made.
A minister of religion.
A master of a merchant ship who is a British subject.
A Commonwealth or Irish Republic university graduate.
A magistrate.
A barrister, solicitor or advocate authorised to practise in the territory where the Declaration is made.
A Notary Public or other person competent by the law of the territory where the Declaration is made to administer oaths.

In the Channel Isles: A Channel Isle elector.

In the Isle of Man: An Isle of Man elector.

I CERTIFY that the above Declaration was signed IN MY PRESENCE by the applicant, whom I believe to be the person named.

Witness signature

Please print your full name

Date

		/			/				
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Address

Post code

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If you are registered in the United Kingdom as a parliamentary elector, please tick this box:

If you are witnessing outside the United Kingdom and you are **not** a U.K. parliamentary elector, please write your qualification, from the list above, in this box.

NHS Pensions Retirement benefits claim form (AW8)

- Guidance notes for applicants

General

Before you complete the claim form you may need to read or download further information from the website at: www.nhsbsa.nhs.uk/nhs-pensions.

Part 7 About yourself

7.1 & 7.2

Please enter details about yourself including your contact telephone number and email address, if you have one. You must show your original birth certificate or an original certified copy of it to your employer. If you do not have an original birth certificate you may show them your original passport.

Part 8 Employment details

If you are claiming benefits from the 1995 Section you normally have to have stopped working in the NHS for at least 24 hours before you can become entitled to receive them. Your pension, under the 1995 Section, may be suspended if you return to NHS employment (including a Direction Body/Independent Provider) within one calendar month. Work in the NHS totalling 16 hours or less a week is ignored for this purpose. Exceptions are where you have deferred pension under the 1995 Section and current membership under the 2008 Section or 2015 Scheme or, you are drawing down some of your 2008/2015 benefits. In these cases it is not necessary to have stopped working in the NHS for at least 24 hours before becoming entitled to receive your deferred 1995 Section benefits.

In the 2008 Section and 2015 Scheme you must have a 24 hour break from all NHS employment before pension benefits can be claimed, regardless of the amount of hours worked.

8.1

In this part of the form we ask for details of your previous/current NHS employer. We also ask for future employer details if you intend to work (or continue to work) in the NHS after you get your pension in case it is subject to suspension or abatement.

8.2 and 8.3

The term 'NHS employer' means an employer who has access to the NHS Pensions Scheme, which may include organisations delivering services to the NHS. Please check with your new employer first. If you tick yes to both 8.2 and 8.3 please complete both sections providing the relevant details about your job.

Part 9 - Allocating part of your pension

9.1 Allocating part of your pension

Allocation is giving up a part of your pension to provide a pension for somebody else when you die, for example a member of your family or a close friend (your beneficiary). This means your pension will be reduced at your retirement. If you die before your beneficiary they will then get that part of your pension you have allocated to them for life. You can allocate to anyone you choose as long as they are at least partially dependent on you. If you allocate to your spouse, civil partner or nominated qualifying partner they will get the allocated pension as well as their survivor's pension from the Scheme. Please note that the pension you give up does not count against the standard Lifetime Allowance.

When can you allocate? An application to allocate must be made with this form by completing form AW8/11A which is available on our website at: www.nhsbsa.nhs.uk/nhs-pensions. The form must be attached to this application form and once your benefits have been put into payment an application to allocate cannot be accepted. Please note you cannot cancel the allocation and keep the pension at a later date, even if the beneficiary dies before you.

Part 10 Type of pension and retirement lump sum

10.1
In this part of the form we ask you to indicate the Section(s) or Scheme you are claiming from by ticking the appropriate box(s). Tick all boxes that apply and follow the instruction to complete the relevant remaining questions in this part. If you are unsure which Section of the Scheme you are claiming your benefits from please refer to the Member ID tool available on the website at: www.nhsbsa.nhs.uk/nhs-pensions or ask your employer.

10.2 1995 Section

If your Scheme membership extends beyond 31 March 2008, you have the option to increase your lump sum by converting some of your pension. The maximum additional lump sum allowed under HM Revenue and Customs rules is approximately two and a quarter times your annual pension (before conversion to additional lump sum). You can claim any amount of additional lump sum up to a total of this maximum. Pension is converted to lump sum at the rate of £12 additional lump sum for every £1 of pension given up. You can find a calculator tool to help you model the amount of additional lump sum you can claim on the website at: www.nhsbsa.nhs.uk/nhs-pensions. Claiming a bigger lump sum does not affect the level of adult dependant's pension or children's pension payable.

Claiming a bigger lump sum at retirement may affect entitlement to any lump sum on death that may be payable when you die, even if you die within a short time of your retirement date.

You must indicate whether or not you want an additional lump sum by ticking the appropriate box. If you want an additional lump sum then select either:

- A. the maximum lump sum, which may incur a tax charge; or
- B. the maximum tax free amount; or
- C. enter an additional lump sum in whole £s in multiples of £12, which together with your standard lump sum is less than the permitted maximum lump sum.

10.3 2008 Section

Unless you opted to move your membership from the 1995 Section to the 2008 Section under the "Choice" exercises, there is no basic lump sum entitlement. However, you do have the option of receiving a retirement lump sum by giving up part of your pension. The maximum lump sum allowed under HM Revenue and Customs rules is approximately four and a quarter times your annual pension (before conversion to any lump sum). You have to give up some of your pension to pay for the mandatory lump sum if you transferred membership under "Choice" and for any other lump sum. You will receive £12 of lump sum for every £1 of pension given up. You can find a calculator tool to help you model the amount of lump sum (or additional lump sum) you can claim on the website at: www.nhsbsa.nhs.uk/nhs-pensions. Claiming a lump sum (or bigger lump sum) does not affect the level of adult dependent's pension or children's pension payable.

Claiming a lump sum at retirement may affect entitlement to any lump sum on death that may be payable when you die, even if you die within a short time of your retirement date.

You must indicate whether or not you want a lump sum (other than the mandatory lump sum, if applicable) by ticking the appropriate box. If you want a lump sum (or additional lump sum) then select either:

- A. the maximum lump sum, which may incur a tax charge; or
- B. the maximum tax free amount; or
- C. enter a lump sum in whole £s in multiples of £12, which together with any 'mandatory lump sum' (if applicable), is less than the permitted maximum lump sum.

10.4 2015 Scheme

There is no basic lump sum entitlement but you do have the option of receiving a retirement lump sum by giving up part of your pension. The maximum lump sum allowed under HM Revenue and Customs rules is approximately four and a quarter times your annual pension (before conversion to lump sum). You will receive £12 of lump sum for every £1 of pension given up. You can find a calculator tool to help you model the amount of lump sum you can claim on the website at: www.nhsbsa.nhs.uk/nhs-pensions. Claiming a lump sum does not affect the level of adult dependent's pension or children's pension payable.

Claiming a lump sum at retirement may affect entitlement to any lump sum on death that may be payable when you die, even if you die within a short time of your retirement date.

You must indicate whether or not you want a lump sum by ticking the appropriate box. If you want a lump sum then select either:

- A. the maximum lump sum, which may incur a tax charge; or
- B. the maximum tax free amount; or
- C. enter a lump sum in whole £s in multiples of £12 which, is less than the permitted maximum lump sum.

Part 11 About your status

11.1

It is important that you tell us your current status and supply details of your spouse or civil partner, if you have one. This information is used in the event of your death and informs us if there are any survivor's benefits payable if you die before your spouse or civil partner. Having these details will speed up the payment of any survivor's benefits due and will also put less strain on your dependents at that time.

We ask you to show various certificates and other papers to your employer. BUT, IF YOU WISH, you can send information about your marital or civil partnership status and family direct to NHS Pensions instead. The address is in the Retirement Guide. If you use this method please write a covering letter enclosing the certificates etc. Be sure to show your Scheme membership number clearly in your letter. You must enclose original or certified copies of any certificate or document asked for. Photocopies are not acceptable. If you have previously nominated a partner by sending us a completed form PN1, please refer to the notes on that form. It is not necessary to repeat details of a nominated partner here.

11.2

A children's pension may be payable on your death. The terms 'children's pension' and 'child' can cover a number of other possible dependants as well as your own children – see below for more information.

Where your **Scheme membership extends beyond 31 March 2008** a pension may be paid if the child is dependent on you, both at retirement and on your death, and they are:

- under age 23, or
- aged 23 or over and incapable of earning a living due to permanent physical or mental infirmity which he/she was suffering at the time of your death.

Where your **Scheme membership ended before 1 April 2008** a pension may be paid if the child is dependent on you, both at retirement and on your death, and they are:

- under age 17, or
- aged 17 or over but still in full time education or training and have been so continuously since the age of 17 until they reach a maximum age of 23, or
- aged 23 or over and incapable of earning a living due to permanent physical or mental infirmity which he/she was suffering at the time of your death.

“Child” can include:

- biological children;
- children of your civil partner or nominated qualifying partner;
- step children and adopted children;
- a brother, sister, nephew or niece of you, your spouse, civil partner or nominated qualifying partner;
- a grandchild;
- a half brother, half sister, step brother or step sister of you, your spouse, civil partner or nominated qualifying partner;
- children born before and within 12 months of the date you left the Scheme with deferred benefits.

Enter the details of any qualifying children in the boxes.

Part 12 HM Revenue and Customs (HMRC) Information

To comply with HMRC legislation it is important that you complete these questions correctly. Failure to do so may delay the payment of your pension and lump sum.

12.1

You must answer this question. If you do not have any other pension arrangements outside the NHS Pension Scheme, tick 'No' and go straight to question 12.6. 'Any other pension arrangement' does not include any State Pension benefits you are being paid or any pensions that you are being paid as a survivor or dependant.

12.2

If you have answered 'Yes' to question 12.1 you must also complete this question by ticking the appropriate box. If you answer 'Yes' or 'Don't know', you need to read the Tax information section of the website. If you tick 'No' go straight to question 12.6.

12.3

If you answer 'Yes' please complete both questions 12.3(i) and 12.3(ii). If you do not know the percentage of the Lifetime Allowance (LTA) used, or the date your benefits crystallised, your other pension provider(s) will be able to confirm these details for you. The date of the Benefit Crystallisation Event (BCE) cannot be before 6 April 2006. This date is important as it could affect the calculation of the LTA you have used. If you answer 'No' please continue to question 12.4.

12.4

If you answer 'Yes', please complete question 12.4(i) confirming the total annual pension in payment at the earlier of either the date of the first BCE (see 9.3(i)), or the date you are completing this form. If you answer 'No' please go to question 12.5.

12.5

Please tick this box if you cannot provide the percentage figure and BCE date, or the amount of pension in payment for a pension that started before 6 April 2006 and you wish your benefits to be paid before you can confirm this information. Your application will be processed by treating your NHS Scheme benefits as entirely in excess of the standard LTA and applying the LTA Charge of 55% to your lump sum and 25% of the capital value of your pension (this is the pension payable multiplied by 20). When the details are known please let this office know in writing and the charges will be checked and amended as appropriate. Any over deducted charges will be returned. Please continue to question 12.6.

12.6

If you answer 'Yes' you must enclose a copy of your certificate with this application form and confirm the certificate reference number in the box provided. If you have more than one certificate then please add the reference number(s) to the form and enclose a copy of each protection certificate.

Part 13 Payment details

Please enter the details of the Bank or Building Society where you would like your benefits to be paid. Your benefits will only be paid into a bank or building society account, as this is the safest method of payment. Complete this section fully to ensure NHS Pensions can arrange payment of your benefits.

If your bank account is outside the UK, payments can be made direct, providing it is one of the countries listed in the Retirement Guide and it is capable of receiving secure electronic payments of funds. You will need to complete the mandate for the payment to be made to an overseas bank and attached it to this claim form. This is available from the website at: www.nhsbsa.nhs.uk/nhs-pensions.

Part 14 Voluntary Deductions

Please read the Retirement Guide and the list of code numbers

Part 15 Declaration

You must read the declaration before you sign and date the application form in front of a witness and ask them to certify this by completing their details and also signing the form.

You must read the Retirement Guide and any associated factsheets if you are unclear on any of the points in this section.

Information on the recycling of pension commencement lump sum is available on our website.