# NHSBSA logoNHS Pensions Podcast – Episode 4 – Applying for your Pension

**NHS Pensions**

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### Intro

0:00

Hello and welcome back to our NHS

0:02

Pensions podcast series where we take

0:05

each topic of the NHS Pension Scheme and

0:08

break it down for you to help you manage

0:10

your pension, plan for the future and

0:13

understand the scheme.

0:15

[Music]

0:27

Today I am joined by Angela and Darren

0:30

and they're here with me today to talk

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all about how to apply for your pension

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and we're going to run through

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everything that entails. So let's kick

0:38

things off. Just as an overview to start

0:41

where does somebody start if they want

0:43

to look at applying for their pension?

0:45

Who do they contact that sort of thing

0:46

talk me through the process from start

0:48

to finish that you would expect to see?

0:50

So the first person we would expect you

0:52

to be speaking to if you want to retire

0:53

would be your employer to have that

0:55

conversation about your intention to

0:58

leave the service if that is what you're

0:59

going to do but obviously you don't have

1:00

to fully retire and take your pension

1:03

and not return to work there are lots of

1:05

different options available when it

1:06

comes to retirement from the NHS Pension

1:08

Scheme. Okay, so really it's your employer

1:12

is the first person you go to to have

1:14

this conversation with them? Okay and

1:16

when can they retire are there then

1:18

minimum ages on this? So for the majority

1:21

of members it would be age 55. There are

1:24

some members that have membership within

1:26

the 1995 section that can take it at

1:29

age 50, but the majority of members the

1:31

minimum pension age is age 55 across the

1:34

95 and 2008 Sections and the 2015 Scheme.

1:38

Great, thank you. So let's talk about how

1:41

they retire. Is there a form and if there is,

1:44

where do they get it and who completes

1:46

It? So if a member is still actively in

1:49

employment at the point that they retire.

1:51

They would fill in an AW8 form just to

1:54

make sure that people are aware if

1:55

they're no longer in the Pension Scheme

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at the point that they retire it's a

1:59

slightly different process a little bit

2:00

easier for them. They just fill in a form

2:02

called an AW8P form and they send that

2:05

directly to us at NHS Pensions but I

2:08

think today if we concentrate more on

2:09

members that are actively retiring from

2:11

NHS employment they would fill in a form

2:13

called the AW8 form which they would get

2:16

from their employer specifically from

2:19

their pensions officer at their

2:22

Organisation. What happens if they don't

2:25

go through their employer? They try

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and do this themselves so we do get a

2:28

lot of members that assume that their

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manager whoever their

2:34

supervisor may be would be the person

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that would sign off and authorise that

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AW8 application form every organisation

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has their own pensions officer so we

2:43

would expect the process to go through

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the pensions officer they would close

2:47

down your pension record provide you

2:49

with an estimate if that's what you

2:50

wanted before you retired and they are

2:53

the only people that are authorised to

2:54

sign the application form off if it

2:56

doesn't come through that process it

2:59

would take a much longer time we'd have

3:00

to return the forms to the member and

3:02

ask them to go through the right way

3:04

okay now in terms of the form itself

3:07

what sort of level of knowledge are they

3:09

going to need to complete that form are

3:11

they asking complex questions is it more

3:13

simple stuff about their background it's

3:15

very basic um information there's

3:18

nothing complex or complicated that we

3:19

ask the member to complete its details

3:22

name and address details of your spouse

3:24

or any dependent children if that is

3:26

applicable and details about your bank

3:29

account and where you would like your

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pension payments made to they also

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will ask questions about the lump sum

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that you might want to take from each

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Section or Scheme that you're claiming

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your pension benefits from well that I'm

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sure is a very popular option so if

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somebody wanted to make a choice about

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their lump sum could they take the

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Lump sum and not the pension is that an

3:49

option no it's not great okay so once

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they have completed this form what are

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the time scales that's the biggest

3:56

question members ask when do they get

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their money for everything to run

4:00

smoothly quite appropriate to start

4:02

those conversations at least 6 months

4:04

prior to you wanting to actually retire

4:07

so you've got plenty of time to have a

4:09

conversation with your employer get

4:11

everything together once you've filled

4:13

the AW8 application form in your

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employer then submit that to us

4:16

electronically if they have that

4:18

function and they can't do that any more

4:20

than three months in advance of your

4:22

retirement date so 3 months gives us

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time to make sure everything is

4:26

processed and we aim to pay that lump

4:29

sum if you're entitled to or you've

4:31

claimed a lump sum the day after your

4:33

retirement date and when you say that

4:35

your retirement date what is that date

4:37

who chooses that that is entirely up to

4:39

the member member can decide they don't

4:42

have to sort of do it at the beginning

4:43

of a Scheme year or so does have to be

4:44

the 1 of January or anything like that

4:46

you can retire at any point as long as

4:48

you've reached the minimum pension age

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the Section of Scheme that you're

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claiming from you can choose what date

4:53

you want to retire from so I'd just like

4:56

to circle back um to where we were

4:58

talking about talking to your employer

5:00

it is really really important that you

5:02

get your employer on board when you're

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making any of these decisions because

5:05

there are different types of retirements

5:07

and they need to be involved in the

5:09

decisions you make you know as far as

5:11

workflow is concerned within their

5:13

organisation um and you know they do

5:16

have to have those discussions with them

5:17

to make sure that that retirement is

5:19

right for you and for them okay when an

5:23

mentioned before about uh the minimum

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pension age was 55 you can go at any

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time there can't you early normal you

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can even go later after your pension age

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yeah that's right yeah there's um

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there's no real limit on when you can

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retire apart from the minimum and the

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maximum which is 75 and but anything

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prior you know within that um age range

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can be done and you can retire at any

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point which is suitable for you we do

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recommend that people take financial

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advice because different age rates and

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different times of retirement may impact

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your different financial circumstances

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so it is very important that you make

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that decision with the right information

6:00

available to you absolutely I think

6:04

bringing it back to the application form

6:05

itself what were to happen if you were

6:08

to retire and you were moving abroad is

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there anything any information you'd

6:12

need to give us or give you should I say

6:14

yeah so there are overseas mandates

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available for you to sign if you want to

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take your pension or you're moving

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abroad to actually um take that pension

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in that country those all available on

6:23

the website to download and you would

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have to submit that with the AW8 when

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you're making the application for your

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pension okay thank you so much for that

6:32

now thinking about once the application

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has been completed and it's been

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submitted that pension's being put into

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payment what would a member need to do

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from that point onwards do they need to

6:42

keep in touch with the NHS Pension

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Scheme in any way yeah it's very

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important that they keep all their

6:47

personal details up to date obviously

6:49

your bank details are really important

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or you won't get paid um and also your

6:53

addresses so we can get in touch with

6:54

you and we do send out a pension

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newsletter as well and that's yearly so

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we need that information being kept up

7:00

today you can do that either by

7:02

contacting us or through the my NHS

7:04

Pension app and when we say we will be

7:08

contacting you you get the newsletter

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how are they contacting members are they

7:12

writing to them is it email address it's

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Generally by email so we would generally

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contact people by email but we will

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write to people if we don't have an

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email address but obviously it's a lot a

7:21

lot quicker and more efficient if we do

7:23

have an email address and again keep

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that up to date as well great so it is

7:27

key here to make sure those personal

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details are bang up to date with the

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pension scheme to make sure they're

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getting the latest information they need

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to yeah no lovely thank you very much

7:37

right so that really sums up the

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application form the team with me today

7:42

have gone through what the application

7:44

form is called where you find it the

7:47

details that you'll need to complete

7:49

into it and also the time scales that

7:51

are involved when you're applying for

7:52

your NHS Pension that brings us to the

7:55

end of today's podcast and I hope you

7:57

found it informative and useful if you

8:00

head over to the NHS Pensions website

8:02

and look under the member hub you'll

8:04

find all the information we've talked

8:06

about today if you've got any feedback

8:08

on the topics you've heard today or any

8:11

suggestions about future topics you want

8:13

us to do an episode on please send us an

8:16

email to the stakeholder engagement team

8:19

and finally just hit subscribe to

8:22

wherever you listen to your podcasts for

8:24

any future episodes of the NHS Pensions

8:27

Podcast that's all we've got time for

8:29

today i'll see you on the next one bye

8:38

[Music]

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