

POINTS TO CONSIDER IF YOU ARE THINKING OF CONVERTING SOME OF YOUR PENSION INTO EXTRA LUMP SUM

- increasing your lump sum may seem attractive but you should remember that your pension is increased yearly in line with the cost of living.
- converting pension to lump sum does not reduce any potential spouse's or dependant pensions that may become payable in the future.
- your lump sum retirement grant is tax-free.
- your pension is taxable income.
- you may wish to seek the advice of an Independent Financial Adviser (IFA) before making your decision. For advice on how to choose a financial advisor please visit www.moneyadvice.service.org.uk/en/articles/choosing-a-financial-adviser Members of the Pensions Office are not allowed to provide financial advice.

WHEN WILL YOUR LUMP SUM BE PAID?

Your lump sum retirement grant will be paid to you within five working days of your retirement date or within five working days of the receipt of all completed forms, if later.

HOW WILL YOUR PENSION BE PAID?

- Your pension will be paid monthly in arrears. It will be credited to your bank or building society on the last working day of the month.
- A payslip will be posted to your home address in respect of the first pension payment you receive. Subsequently, you will only receive a payslip when the amount of money you receive varies by at least £2.
- Please notify the Pensions Office of any change to your personal circumstances e.g. change of address or bank account in writing.
- You will not receive a P45 when you retire but you will receive a P160; this is because the City of London still remains responsible for the income tax payable on your pension. Your P160 will be posted to your home address shortly after your retirement date.
- If you defer taking your state pension you should notify the City of London in writing immediately as we may be responsible for paying additional pension increases to you.
- If you have any queries regarding the payment of your pension please contact the Pensions Payroll team; Claire O'Malley or Becky Weir on 020 7332 1370/3982.