

Dear

Local Government Pension Scheme - Retirement Benefits

Please find enclosed a statement of your pension benefit entitlement. Your lump sum retirement grant will be paid directly into your nominated bank as soon as possible after your retirement date.

Your pension will be paid on the last working day of each month direct to your bank/building society. Your first payment will be made on ****.

If you have any queries concerning this statement or, disagree with the award or the calculation of benefits please in the first instance contact Should your concern remain outstanding you may initially appeal via the City of London's Internal Dispute Resolution Procedure. If this is the case, write to the Pensions Manager who will then supply details of the procedure and the name to whom the complaint should be addressed. Such an appeal must be made within 6 months of the date of this letter.

The City of London will not abate or suspend your pension if you re-enter local government employment but you should still inform this office if you take up further Local Government employment.

Please note a tax charge may be payable on the interest, you are required to account for the tax due to your own Tax Inspector using the self-assessment process. If you would like more information about self-assessment please the access the HMRC website at www.hmrc.gov.uk/sa/

If you have any queries once receiving your pension please contact **Pensions Payroll on pensionspayroll@cityoflondon.gov.uk**. You can also access further information on our website, [Pensioners - City of London Pension Fund \(cityoflondonpensions.org\)](http://cityoflondonpensions.org)

Yours sincerely

Pensions Manager