

APPROACHING RETIREMENT – STEPS YOU SHOULD TAKE

This guide applies to all deferred members of the scheme. It sets out what to expect when you claim your LSC pension.

Six months
before your
retirement date.

Hymans Robertson will email /write to you, confirming your likely annual pension **and** the value of any lump sum payable at the start of your retirement (age 60 for our scheme).

You will also receive 2 forms that you need to complete and return – Your Retirement Form and a Member Declaration Form. Examples of both of these are in the documents section of this website, if you would like to see the sort of information you will be asked to provide.

If you have any other work pensions or personal pensions, start pulling together information on these as you need it to complete the Declaration Form.

You may need to start thinking about what you want to do if your pension is going to be very small; will a lump sum be more useful.

At least One
month before
your retirement
date.

You should complete both forms and return these to Hymans, together with your passport or birth certificate. If you have a spouse or civil partner you will need to provide your marriage/ partnership certificate and their birth certificate too.

Original documents are required to verify your age and identity and to make absolutely sure we pay your (or your dependents) pension correctly. They will be returned immediately.

All the information you provide will then be checked by Hymans. They will write confirming that they have all they need, including your bank details to set up your payments.

Two weeks before
your retirement
date.

Hymans will email/write to you confirming your annual pension amount and lump sum, and your monthly pension value. Your pension will be paid on the 6th of every month.

Your retirement date.

Your lump sum is payable from this date. However, your pension is paid monthly in arrears, so your first payment may be some weeks after you retire.

Details of your monthly pension payments, and your end of year P60, will all be up to date and available in your secure online record.

Please note

These are guidelines only, some cases may be more complex and will take longer to process. The key is to return your completed forms and documents to Hymans as soon as possible.