

# A Guide to Getting a Pension

## **Your first payment:**

- Where you are due a lump sum we will aim to process payment of your lump sum within 3 working days after your last day of employment. The payment may then take a few days to clear through your bank/building society account.
- Your pension will start from the first available pay date after your retirement, or if later, after we receive your claim form. The usual pay date is the 1st of each month (the payroll deadline dates are usually around the 22nd of each month). Any arrears of pension due will be included with your first monthly payment.

## **After your pension starts, you will get:**

### **A pension each month**

We'll pay your pension on the 1st of every month (or earlier if the 1st is a Saturday, Sunday or bank holiday). So each payment will cover the whole of that month. We will make each payment direct to your bank or building society account.

### **Retired members' newsletter**

Around April we'll send you a copy of our newsletter "For Your Benefit". It will give you up to date information about us and your pension. We'll also tell you if you qualify for an increase each year, and how much it will be.

### **P60**

In June each year you will receive a P60 form showing the total pension you received and the tax you paid, in the previous year.

### **Information in other formats and languages**

All our information, including this, is available in Braille, in large print, on audio tape and in other languages.

### **Pension "pay slip"**

We'll send you a pension pay slip whenever your pension payment increases or decreases by more than £1.00. If your pension stays the same, your money will still be paid into your account, but you won't get a pay slip.

If you're entitled to an increase each year, we will send you pay slips in April and May. If the Budget affects how much tax you pay, we'll send you one in June and July too.

The pension pay slip tells you how much we will pay into your bank account and how much tax (if any) has been taken. It also lists other deductions.

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### **Life Certificates**

From time to time we need to check that you are still entitled to the pension you are getting. We do this by sending you a form called a Life Certificate to sign. Failure to complete this certificate may result in your pension being suspended until we receive this signed document.

### **Advertising**

We advertise a range of products and services from different companies. If you do not want to get information from us about these, we will be happy to arrange that for you. Just tick the box on the Pension Claim Form.

### **Will I pay tax on my pension?**

You may have to pay Income Tax on your monthly pension - this will depend on your tax code. So that the tax office can let us know the correct rate of tax to use you need to tell them about all your sources of income. Your pension will be taxed using the emergency tax code until the tax office tells us the correct rate to use.

### **Will my pension increase?**

Your pension will keep pace with the cost of living if:

- you are over 55 when you retire; or
- you retire on ill health grounds

If you retire before age 55, your pension won't be increased until your 55<sup>th</sup> birthday (unless you later become permanently unfit to do any work). When you become age 55, your pension will be brought up to the level it would be if you had received all the increases from the date you retired.

### **How are the increases worked out?**

The increases are the same as those given to people getting the State Pension and they are set by the Government each April. Every April we'll send you a newsletter with full details of the increases.

### **Could my pension go down?**

We might have to reduce your pension because of something called **National Insurance Modification**. If you were a member of the Fire Pension Scheme before 1 April 1980, you paid slightly lower contributions until that date. Because of this, when you get to state pension age, we have to reduce your pension by a small amount.

Continued on Page 3 > >

## Page 3 - A Guide to Getting a Pension

### **What will my dependants get if I die?**

When you die, your husband, wife, civil partner or next of kin must tell us immediately.

#### **Survivors' Pension**

After your death, your husband, wife or civil partner will receive a pension payable at the same rate as your own for the first 13 weeks after your death, and up to half your pension after this time.

The rules for these benefits are complex and depend on your service and when you left the scheme. If you would like to know what may be payable in the event of your death please contact 01274 434999 for an estimate of potential benefits.

A survivor pension is payable for life unless they re-marry or co-habit.

Survivor pensions will increase each April in line with inflation.

#### **Children's Pension**

When you die, a pension would be paid to your dependant children, who are:

- under the age of 16; or
- are over 16 but under 23 and in full-time education or training, and have been since they were 16; or
- are over 16 and have been physically or mentally incapacitated since before they were 16

By physically or mentally incapacitated we mean that your child's doctor believes that - due to their physical or mental disability - there is no possibility of them ever being able to work full time.

Children's pensions will increase each April in line with inflation.

#### **What about my State Pension?**

If you are retiring before you are entitled to a State Pension, and so you are no longer paying National Insurance contributions, your State Pension could be affected. If you think your National Insurance record might not be up to date you can ask for a forecast of your State Pension. Just ask your local Benefits Agency office.

#### **Can I claim other benefits?**

There might be state benefits you can claim. You should contact the Department for Work & Pensions (DWP) if you think you might be entitled. Look in the phone book under "Jobcentre Plus". You can also get leaflets online at [www.dwp.gov.uk](http://www.dwp.gov.uk) or from your local DWP office.

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## **Must I tell anyone about my pension?**

**If you are currently claiming any state benefits (for example Housing Benefit), don't forget to tell DWP that you are getting a pension from us. If you don't you could end up owing them money.**

We are part of The National Fraud Initiative (NFI). This means that we will use the information we hold for pension purposes and share it with other organisations for the purpose of preventing and detecting fraud.

## **Can I pay voluntary deductions?**

You can pay voluntary deductions via your pension. Part 5 of the Pension Claim Form lists who you can pay to. Fill in this part of the form if you want us to do this.

## **Any more questions?**

Phone us on 01274 434999

Write to: WYPF, PO Box 67, Bradford, BD1 1UP

Textphone: 01274 724472

E-mail: [wypf@bradford.gov.uk](mailto:wypf@bradford.gov.uk)

You can also call into our offices at:

Aldermanbury House, 2-4 Godwin Street, Bradford, BD1 2ST

We have an induction loop to help people who use an hearing aid. Our office is open from 8.45am to 4.30pm Monday to Friday (except public holidays). Please use the top entrance, where Godwin Street meets Sunbridge Road.

Our website **[www.wypf.org.uk](http://www.wypf.org.uk)** has information you might find useful.