This is a guide to some of the things to consider when you start to receive your Local Government pension. It covers some of the most frequently asked questions as well as addressing other important topics.

When will my pension be paid?

Your pension is payable to you for life and will be paid to you monthly in arrears on the **last Thursday of each month**, except in the month of December when payment will be made before Christmas.

It is the policy of the Bedfordshire Pension Fund to pay all new pension payments automatically to a bank or building society account.

Should you have any queries regarding your tax code, Bank/Building Society details or a change of address, these should be addressed to:

Bedfordshire Pension Fund  
Pensions Administration  
Borough Hall  
Bedford MK42 9AP

**Email:** pensions@bedford.gov.uk  
**Tel:** (01234) 228740, 228508, 228926

Will I receive a payslip?

After your first pension payment **you will not receive a pension advice slip each month**, except:

- In April of each year
- On any other month when there is a change of more than £1 affecting your net pension payment
- As confirmation of a change of details e.g. bank/building society account or home address

When will I receive my P60?

P60s for the previous tax year will be sent out no later than 31 May each year.

Will my pension increase?

Pensions Increases are presently payable in April each year, provided you were over age 55 when you retired or under age 55 having retired on ill health grounds. The amount of increase applied is currently calculated based on the Consumer Price Index (CPI), and a letter will be sent out each April informing you of the percentage increase.

If I get a new job will it affect my pension?

There is no longer a restriction on the amount of pension you can receive if you are re-employed, although you may wish to talk to Her Majesty’s Revenue & Customs (HMRC) to see if there are any tax implications (we are unable to help with these queries).
POINTS TO NOTE

FINAL PAY
If you leave during a period where there is an outstanding pay award, it is the responsibility of each member to contact their employer to claim any additional salary due. In due course we will be informed by your ex-employer of the additional salary you have paid pension contributions on and will then be in a position to recalculate your pension benefits.

PROVISIONS FOR SPOUSES, CIVIL PARTNERS AND ELIGIBLE COHABITING PARTNERS
The spouse’s / civil partner’s / eligible cohabiting partner’s pension quoted on the enclosed statement assumes you to be married to / in a civil partnership with / in an eligible cohabiting partnership with the same person at the date of death as you are at the date you retire. Should your partnership status alter after retirement then the level of benefits may vary.

For more information, including pension pay dates, please visit our website 
www.bedspensionfund.org

YOUR BENEFITS ARE SECURED AND PAYMENT IS MADE FROM BEDFORDSHIRE PENSION FUND

INCOME TAX (PAYE)
When you retire, your employer will usually send Form P45 (“Details of an employee leaving work”) to Bedfordshire Pension Fund in order for your tax code, taxable pay and tax to date to be applied to your retirement pension. If your employer has given you the P45, but you wish your tax code to be applied to your pension, please send the P45 to Bedfordshire Pension Fund.

Should you wish to correspond with Her Majesty’s Revenue and Customs (HMRC), please quote Bedfordshire Pension Fund’s PAYE reference 419/LA17958. HMRC can be contacted on the telephone number 0300 200 3300. The PAYE reference should be quoted on all correspondence with HMRC and may also be requested on any tax form you may complete.

DEDUCTIONS
If you had any deductions made from your salary (PHSA etc) and wish to continue to have these deducted from your pension, you will need to arrange this yourself, by direct debit or other such method.

LIFE TIME ALLOWANCE
The attached statement also contains information concerning the percentage of your Lifetime Allowance which is used up by this pension. The Lifetime Allowance is set by Her Majesty’s Revenue & Customs (HMRC) and is the amount you may not exceed without triggering an excess benefits tax charge. This percentage will need to be reported on retirement to any other pension provider you may have before you receive payment of that pension.

ANTI-FRAUD INITIATIVE
The Pension Fund administered by Bedford Borough Council is committed to a culture throughout the organisation that fights the possibility of fraud or corrupt acts against it. One element of the arrangements in place to achieve this is a possible exchange of data with other public authorities. Such exchange could involve elements of payroll information in relation to members of the Local Government Pension Scheme.

GUARANTEED MINIMUM PENSION
The annual pension figure includes the Guaranteed Minimum Pension as notified to you by the HMRC. The Guaranteed Minimum Pension is not an additional payment due to you, but is the least amount Bedfordshire Pension Fund must guarantee to pay by way of pension.

Pensions increase on the Guaranteed Minimum Pension is paid by the HMRC together with your state pension and not by the Bedfordshire Pension Fund.