



HSC Pension Service

Business Services Organisation

Provided by

HSC Pension Service

**Welcome to the
HSC Pension Service
Member Newsletter**



This newsletter is for all active and deferred members of the HSC Pension Schemes and contains important information about your HSC Pension Scheme Benefits



June 2019

Pension Engagement Workshops and One to One Consultation

HSC Pension Service provides a wide range of bespoke Pension Engagement Sessions/ Workshops for Scheme Members. The Sessions/Workshops are tailored to accommodate those groups of employees who are accruing benefits in differing sections of the Scheme. To establish which type of member you are you should follow the '[Which Scheme am I In?](#)' decision tree.

Workshops Offered include:

- 1995 Scheme Protected Members
- 1995/2015 Transitional Scheme Members
- 2008 Scheme Protected Members
- 2008/2015 Transitional Scheme Members
- New 2015 Scheme Members
- HMRC Regulations Affected Members (LTA/AA Charges)

Once a member has attended one of the Pension Engagement Workshop they can apply for a One to One Consultation to discuss any individual queries they have which were not covered at the workshop by emailing 1to1@hscni.net

Please note: One to One Consultations are fully booked for the forthcoming months. Your employer will issue a communication advising of new dates and venues. Please wait until you receive notification of new dates before submitting an application as these will be returned to you.

Annual Benefit Statements (ABS)

Annual Benefit Statements (ABS) for year ending 31st March 2019 will be available for viewing on the [Member Self Service \(MSS\) Portal](#) by the end of August 2019. MSS allows you to view your current and previous years ABS as well as displaying details of your personal pension record.

If you have not already registered for this service further information on how to access the portal is available [here](#).



Updating Personal Information

If you have a change in your personal details, for example you have moved house or your marital status has changed, please ensure that HSC Pension Service are notified.

If you use HRPTS please ensure you update your details on this system as information held on HRPTS is electronically interfaced to the HSC Pension Scheme system on a monthly basis and will overwrite any previous amendments to your record.

Information for Members Approaching Retirement

In order to apply for your pension you must complete an AW6 form (Application for Scheme Retirement Benefits). Your HR department may assist you with this. To help ensure that your benefits are paid on time your application should be submitted at least 4 months prior your date of retirement.

Form [AW6](#) is available from the “scheme forms” section of our website .Please ensure you use the current version.

When you complete your application form, it is sent by your employer to the Payroll Pensions Team (PPT) who will accurately calculate the service and pensionable pay used to calculate your pension benefits.

Applications are accepted and administered in order of date received by HSC Pension Service. Our service level agreement states that HSC Pensions will administer your pension within 3 months of receiving your application form i.e. we have 3 months from the date the completed [AW6](#) and all appropriate information is received from the PPT.

On the provision that we receive a completed application HSC Pension Service will endeavour:

- To pay your lump sum as soon as possible after your retirement date following all authorisations required by HSC Pensions in line with our policies and procedures.
- Pay your pension at the end of the month following retirement
- **Notify you in writing of your pension benefits at least one week after we have completed the final calculation of your pension benefits. – Please note this will be the month your pension is due.**

Please be advised that if HSC Pension Service requires additional information from your employer or Payroll Shared services there may be a delay to your benefits being paid.



Lump Sum Choice

If you have chosen to commute part of your pension to increase your lump sum, you should ensure that you have read the application form (AW6) carefully and your choice is recorded correctly at Part 6 (see examples below, only complete the section for 2015 CARE if you have service in that Scheme)

Example 1 - Maximum Lump Sum

Final Salary – 1995 – 2008 Sections

27a Do you want an additional lump sum by giving up part of your pension? Yes continue below No go to Part 7

If YES do you want the maximum additional lump sum permitted? Yes go to question 28 No continue below

Additional lump sum of £ (whole pounds only)
(This is in addition to your normal lump sum)

CARE– 2015 Section

27b Do you want a lump sum by giving up part of your pension? Yes continue below No go to Part 7

If YES do you want the maximum lump sum permitted? Yes go to question 28 No continue below

Lump sum of £ (whole pounds only)

If Yes to question 27a/b, have you or are you due to receive any tax free 'cash' from any other pension provider as at your retirement date? Yes No

Example 2 - Additional Lump Sum but NOT maximum

Final Salary – 1995 – 2008 Sections

27a Do you want an additional lump sum by giving up part of your pension? Yes continue below No go to Part 7

If YES do you want the maximum additional lump sum permitted? Yes go to question 28 No continue below

Additional lump sum of £ (whole pounds only)
(This is in addition to your normal lump sum)

CARE– 2015 Section

27b Do you want a lump sum by giving up part of your pension? Yes continue below No go to Part 7

If YES do you want the maximum lump sum permitted? Yes go to question 28 No continue below

Lump sum of £ (whole pounds only)

If Yes to question 27a/b, have you or are you due to receive any tax free 'cash' from any other pension provider as at your retirement date? Yes No

If you do not want the maximum lump sum then you should complete the box circled above. This is in addition to the normal pension lump sum that you are entitled to, it is not the TOTAL lump sum you want to receive.



Lump Sum Choice - cont

Example 3 - No Commutation

Final Salary – 1995 – 2008 Sections

27a Do you want an additional lump sum by giving up part of your pension? Yes continue below No go to Part 7

If YES do you want the maximum additional lump sum permitted? Yes go to question 28 No continue below

Additional lump sum of £ (whole pounds only)
(This is in addition to your normal lump sum)

CARE– 2015 Section

27b Do you want a lump sum by giving up part of your pension? Yes continue below No go to Part 7

If YES do you want the maximum lump sum permitted? Yes go to question 28 No continue below

Lump sum of £ (whole pounds only)

If Yes to question 27a/b, have you or are you due to receive any tax free 'cash' from any other pension provider as at your retirement date? Yes No

If you do not wish to convert any of your pension to lump sum you should complete as above and move on to Part 7 of the application form.

If you are considering converting a proportion of your pension to increase the value of your Tax Free Lump Sum you should access the [Pension Commutation Calculator](#) available on the Scheme Website.

HSC Pension Service will not provide advice to members on converting part of their pension for a tax free lump sum. You may wish to speak to an Independent Financial Advisor

Important: HSC Pensions Service will not be able to amend your decision regarding the commutation of pension to take a tax free lump sum once the benefit has been paid .

Estimate of Benefits

Any member within 1 year of their normal retirement age can request one estimate of benefits statement per year free of charge. Additional requests for estimates will be processed at a cost of £45 per estimate - administration charge.

Members requesting an Estimate must now complete the [Member Request for Pension Estimate Form](#) which should then be forwarded to the Payroll Shared Services Centre at:

PSSC
16 College Street
Belfast
BT1 6BT
Or email the form to; payroll.ssc@hscni.net



Annual Allowance & Scheme Pays Facility

If you have exceeded your Annual Allowance and are electing for the Scheme to pay the charge on your behalf please familiarise yourself with the rules and deadlines involved (see details of Scheme Pays Guide below).

In some circumstances we may be able to accept a Scheme Pays election after the deadline date if we receive the election within 3 months from the date the Annual Allowance statement was produced.

Form SPE2 should be used if you want to make an election. Please note that the amount recorded at Part B is the amount of the charge you want HSC Pension Service to pay to HMRC on your behalf and not the total breach over the Annual Allowance threshold.

The Scheme Pays facility has been updated for the 17/18 scheme year to allow the election to include tapered annual allowance. A comprehensive Scheme Pays Guide and updated SPE2 forms for use for 17/18 onwards are available on our website following quick links for [Tax Information.](#)

Survivors Benefits - Nomination Forms

Death Benefit Nomination Form

Keeping your Death Benefit Nomination up to date is very important. This will ensure that any lump sum benefits payable by the Scheme in the event of your death are paid to the person (or people) you choose.

If you have not completed the form [DG3](#) any death gratuity payable will be paid to your surviving spouse/civil partner/nominated partner. If you do not have a surviving spouse/civil partner/nominated partner the payment will be made to your estate/personal representatives on receipt of relevant documentation.

Survivors Pension -Is your nomination form up to date?

If you are single/widowed or divorced and are living with your partner, you can nominate your partner to receive a survivor pension after your death by completing the [Partner Nomination Form](#). For a nomination to be accepted certain conditions must be met, these are listed on the form.

If you are married or in a civil partnership a survivor's pension will normally be payable to your spouse in the event of your death.





Contact Us:

By writing to us at:-

HSC Pension Service
Waterside House
75 Duke Street
Londonderry
BT47 6FP

Via e- mail at:- hscpensions@hscni.net

By Telephone: 028 7131 9111 (9.00am to 4.00pm – Monday to Thursday; 9.00am to 12.00pm Friday)



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If you have any suggestions for the newsletter or would like a particular topic covered in future publications please do not hesitate in contacting us by emailing: john.coyle@hscni.net

