

The retirement process for deferred scheme members

If you are over the age of 55, hold a deferred pension account in the LGPS and are considering claiming your pension, the typical process is as follows:

1. You obtain a benefits indication

We will write to you two months before your normal retirement age (NRA) with a benefits indication. However, if you are considering claiming your pension before your NRA we recommend you get an estimate of how much your pension is likely to be on your expected retirement date. To request a quotation you should contact the team via email at skpensions@sutton.gov.uk and request a benefits indication is sent to you.

2. Request a retirement pack

If based on the estimate you would like to claim your pension, you should contact the team via email at skpensions@sutton.gov.uk and request a retirement pack be sent to you. You should confirm your up-to-date contact details and the date you would like to claim your pension from in your email.

3. We will send you a retirement pack

Upon receipt of your request, we will send you your retirement pack within 20 working days. If your intended retirement date is more than three months away, this process will be put on hold until then.

4. You return the retirement forms

You must then decide the basis on which you would like to take your benefits and then complete and return the retirement forms that we have sent you.

5. We pay you your lump sum benefits and add you to the pensioner payroll

We won't make payment of any pension benefits to you until after your retirement date. The lump sum will generally be paid to you within 15 working days of your complete retirement pack or retirement date (whichever is later). You will be added to the monthly pensioner payroll at the next available date following your retirement and you will receive a payslip prior to your first pension payment. If required, we will pay you any arrears alongside this first pension payment back to your date of retirement.

Please note that if you are retiring on the grounds of ill-health the process will be different and led by your former employer.