



Leaving the Scheme

Your options

If you leave the Scheme, your options for your benefits depend on the length of qualifying service you have built up (qualifying service is defined in the rules of the Scheme but is broadly the same as **Scheme Service**).

Less than 3 months' qualifying service

You would receive a cash sum from the Union equal to the contribution amounts (less tax and National Insurance) you gave up through salary sacrifice during your membership, plus interest (if applicable). If you do not take part in salary sacrifice, this sum would be payable by the Trustee and is a refund of the contributions (less tax) you made directly to the Scheme.

Between 3 months' and 2 years' qualifying service

You can still choose to receive a refund of contributions, as described above.

You also have the option of transferring your Scheme benefits out to another pension arrangement — for example, your new employer's scheme, or a personal pension. (See below for information about transfers out of the Scheme.)

2 or more years' qualifying service

You can no longer choose the refund option. You can still transfer your benefits out to another arrangement but the default is that you leave your benefits in the Scheme to draw when you retire (also known as deferred benefits) provided that you have left Union service.

Under this option, the Trustee will work out your pension and cash sum using your **Pensionable Salary** and **Scheme Service** at the date you leave the scheme. They are then increased in line with inflation which for **Scheme Service** after 1 January 2013, is as at March 2020, in line with the Consumer Prices Index (up to a maximum of 25% a year) over the period between your date of leaving the Scheme and retiring or reaching Normal Pension Age.

At your retirement, and with the consent of the Trustee, you have the option of exchanging some of your annual pension for extra tax-free cash (ie on top of your cash sum).

In addition (if applicable and with the consent of the Trustee and the Union), you may also use your AVC fund for extra tax-free cash. If you are interested in doing this, please ask the Administrators for details.

As an alternative to receiving your deferred benefits at **Normal Pension Age** you:

- are able to take your deferred benefits before **Normal Pension Age** (in which case they will be subject to similar reductions set out in the 'Early retirement' Section on page 10 of the Scheme booklet).
- can take them after **Normal Pension Age** (but no later than age 75) in which case they will be increased on a basis as determined by the Scheme actuary.
- can apply to the Trustee, and with its consent, you may receive reduced incapacity benefits if you satisfy certain criteria.

Transfers

If you are interested in transferring your Scheme benefits out to a new arrangement, please contact the Administrators (see below for details).

In respect of your final salary benefits, you have the right to transfer if your Scheme Service ends not later than one year before Normal Pension Age. When you ask the Administrators, they will give you a quotation of the 'transfer value' of your benefits.

Before making any transfer it is important to take independent financial advice. This is a legal requirement where the cash value of your final salary 'transfer value' is over £30,000.

'Transfer values' vary depending on economic conditions at the time. The quotation you receive from the Administrators for your final salary benefits is guaranteed for three months. After that time elapses, you would need to ask for a new quote and there may be a charge for providing this information.

In respect of any additional voluntary contributions that you have made (or benefits transferred into your AVC fund), you can request to transfer them right up to just before **Normal Pension Age**. The quotation of the 'transfer value' of these benefits is their current market value. The actual value will therefore change with market conditions up until the point of transfer.

If you have both final salary benefits and additional voluntary contributions, you have a separate right of transfer for both.

Death between leaving and retiring

If you have left deferred benefits in the Scheme, and then die before drawing them, both your **Partner** and any eligible **Child** would qualify for a pension.

Your **Partner's** pension is equivalent to 50% of your deferred benefits calculated as at your date of death.

The pension to any eligible **Child** depends on whether there is a **Partner** and or/how many eligible **Children**:

- If a **Partner's** pension is payable and there is only one eligible **Child** it is 50% of the Partner's pension.
- If a **Partner's** pension is payable and there are two or more eligible **Children** they will split the equivalent of the **Partner's** pension.
- If there is no **Partner**, then it is the equivalent of the **Partner's** pension split between the number of eligible **Children**.

Special Terms Used

Child/Children	This term is used to include natural children and unborn children. It will also include adopted children, stepchildren and any child whom the Trustee considers you were acting as parent for, and who was dependent on you. Children will normally qualify to receive pensions up to the age of 18 or 23, if in full-time education, or indefinitely, if suffering from a physical or mental impairment.
Normal Pension Age	This is age 63.
Partner	Your husband, wife, civil partner, or anyone the Trustee agrees is in a long-term relationship with you which is similar to marriage or a civil partnership.
Pensionable Salary	<p>The salary figure used to work out your pension and cash sum. It is the basic salary received by you in the last 12 months before retiring or leaving the Scheme. It does not include temporary responsibility allowance but does include London weighting.</p> <p>If you earn below the 'Salary Limit' — £60,310 for the year 2019 — your Pensionable Salary is equal to your basic salary over the last 12 months.</p> <p>If you earn the same or more than this limit, your Pensionable Salary is equal to your basic salary over the last 12 months, apart from any increases you have received following a promotion on or after 1 January 2013, which are recognised incrementally in your Pensionable Salary over a 10-year period.</p> <p>The 'Salary Limit' will normally increase each year in line with general salary increases awarded by the Union.</p>
Scheme Service	The length of time in complete years and months that you have been building up benefits in the Scheme. A maximum of 35 years applies to Scheme Service — if you reach this limit, you will stop accruing pension but will retain death benefits in line with the Scheme Rules.

Useful contacts

Contact details for the Administrators

If you have any questions about your benefits, please contact the Administrators of the Unite Pension Scheme:

First Actuarial LLP
Trafford House
Chester Road
Manchester
M32 0RS

T: 0161 348 7498

E: unite.pensions@firstactuarial.co.uk

Contact details for the Union's payroll department are:

Payroll Department
Unite the Union
Unite House
128 Theobald's Road
London
WC1X 8TN

T: 020 7611 2264 or 020 7611 2688

E: payroll@unitetheunion.org

Website

There is also a members' section on the website set up by the Trustee to enable access to information on the Scheme:

<http://www.unitepensions.org>

Pension Wise

A free and impartial government service about your defined contribution pension options.

www.pensionwise.gov.uk

Contact details for the Trustee Secretary are:

Alex Ryan
Trustee Secretary for the UPS
Unite the Union
Unite House
128 Theobald's Road
London
WC1X 8TN

T: 020 7611 2663

E: pensions@unitetheunion.org

Contact details for the Union's HR department are:

HR Department
Unite the Union
Unite House
128 Theobald's Road
London
WC1X 8TN

T: 020 7611 2549 or 020 7611 2685

E: hr@unitetheunion.org

TPAS (The Pensions Advisory Service)

You can contact TPAS at any time with pension questions or problems about your retirement savings (whether at the Union or elsewhere). Any help you receive from TPAS is free of charge.

Money and Pension Service
120 Holborn
London
EC1N 2TD

T: 0800 011 3797

E: enquiries@pensionsadvisoryservice.org.uk

www.pensionadvisoryservice.org.uk