**XYZ Letter – Key Points – Basil Lukeman (DOR: 14 September 2023)**

**1a. Full pension – (Option 1a)**

* Full pension of £32,626.83 per annum (including an excess pension of £29,027.63 per annum, a post-1988 GMP of £1,198.08 per annum and a single life AVC pension of £2,401.12 per annum) – [LTA used is 60.80%]

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* The excess pension of £29,027.63 and the single life AVC pension of £2,401.12 per annum (total = £31,428.75 per annum) will be increased each year on 1 April by the lower of the increase in the Retail Prices Index and 5.0% (*pro-rated for the first year*)
* The post-1988 GMP of £1,198.08 per annum will be increased each year on 1 April by the lower of the increase in the Consumer Prices Index and 3.0%

*OR*

**1b. Full pension – (Option 1b)**

* Full pension of £32,113.69 per annum (including an excess pension of £29,027.63 per annum, a post-1988 GMP of £1,198.08 per annum and a joint life AVC pension of £1,887.98 per annum) – [LTA used is 59.85%]

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* The excess pension of £29,027.63 and the joint life AVC pension of £1,887.98 per annum (total = £30,915.61 per annum) will be increased each year on 1 April by the lower of the increase in the Retail Prices Index and 5.0% (*pro-rated for the first year*)
* The post-1988 GMP of £1,198.08 per annum will be increased each year on 1 April by the lower of the increase in the Consumer Prices Index and 3.0%

*OR*

**1c. Cash sum & residual pension – (Option 2)**

* Tax-free cash sum of £167,088.73 (including current AVC value of £46,821.88) – [LTA used is 15.57%]

PLUS

* Residual pension of £24,871.00 per annum (including an excess pension of £23,672.92 per annum and a post-1988 GMP of £1,198.08 per annum) – [LTA used is 46.35%]

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* The excess pension of £23,672.92 will be increased each year on 1 April by the lower of the increase in the Retail Prices Index and 5.0% (*pro-rated for the first year*)
* The post-1988 GMP of £1,198.08 per annum will be increased each year on 1 April by the lower of the increase in the Consumer Prices Index and 3.0%

**2. Payment of pension**

* + The pension will be paid by monthly instalments in advance
	+ The first payment of pension will be made on 1 October 2023
	+ The pension will be paid for life and will be subject to PAYE

**3. Death in retirement**

* If the member dies before 60 monthly instalments of pension have been paid, the balance of the 60 months (based on the rate of pension payable at the member’s date of death) will be paid as a lump sum death benefit
* For both options, a spouse’s pension will be payable on the death of the member of £15,112.86 per annum; plus an additional spouse’s pension of £943.99 per annum will be payable if the joint life AVC option is selected – (*these figures are* *before any annual increases are applied between the member’s date of retirement and the member’s date of death*)
* The spouse’s pension will be paid for life and will be subject to PAYE

**4. General information**

* Mention any special circumstances (i.e. AVCs)

**5. AVC flexibilities**

* Mention that the member’s AVCs can be transferred to a suitable provider to take advantage of the flexibilities introduced in ‘Budget 2014’
* Mention that the Trustees have to offer to book a pensions guidance appointment with Pensions Wise (on behalf of the member)
* Mention that the Trustees have to explain to the member that the transfer of his AVCs cannot proceed until he has received appropriate pensions guidance from Pensions Wise
* Mention that the member can only opt out of the Pensions Wise guidance by giving the Trustees an opt-out notification

**6. Details required**

* + Request a copy of the member’s birth certificate
	+ Request the member’s completed ‘Option choice’ form
	+ Request the member’s completed ‘Bank details’ form