REQUEST FOR EARLY PAYMENT OF PENSION

For Office Use:

FILE NO.

Complete this form to request early payment of your pension benefits held with the Oxfordshire Pension Fund (OPF). We will provide you with retirement options based on your **nominated payment date**.

You must give OPF at least 3 months’ notice of your **nominated payment date**. If we receive your request within 3 months of that date, we will change your **nominated payment date** to 3 months from the date we receive your request.

You must also have either:

* left employment before 1 April 2014 and will be at least age 60 at your nominated payment date, or
* left employment after 31 March 2014 and will be at least age 55 at your nominated payment date.

If you have a deferred pension because you have previously opted out of the LGPS but have not left employment, you cannot request early payment of your pension.

We will pay your pension on the last banking day of each month.

Complete the rest of this form and send to: Oxfordshire County Council Pension Fund, Speedwell House, Speedwell Street, OX1 1NE

# Personal Details

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| Full Name |  | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | |
| NI Number |  |  | |  | |  | |  | |  | |  | |  | |  | |
|  | | | | | | | | | | | | | | | | | |
| Date of Birth | | |  | |  | |  | |  | |  | |  | |  | |  |
|  | | | D | | D | |  | | M | | M | |  | | Y | | Y |
| Home Address | Post Code: | | | | | | | | | | | | | | | | |
| E-Mail Address |  | | | | | | | | | | | | | | | | |
| Employer & Job title |  | | | | | | | | | | | | | | | | |
| Date of leaving / due to leave employer |  | | | | | | | | | | | | | | | | |

# Declaration

I would like my pension benefits to be brought into payment **from** (nominated payment date):

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| D | D |  | M | M |  | Y | Y |

The nominated payment date is the first day your pension is payable from and **NOT** the date your pension will be paid on. Your monthly pension is paid in arrears and payment is made on the last working day of each month.

I confirm I have either left Local Government Service:

* Before 1 April 2014 and will be at least age 60 at payment date or
* After 31 March 2014 and I will be at least age 55 at payment date

SIGNED: DATE:

# What Happens Next?

Pension Services will contact you within the next two weeks to acknowledge receipt of this form and advise when you can expect to receive your provisional figures of your retirement benefits.

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| **Disclaimer** |
| *Oxfordshire Pension Fund will use the information you have provided to amend and update your pension records in order to administer your pension. The information may also be shared with our agents and others in connection with administering your pension. Otherwise, we will keep the information you have supplied confidential and will not share it with others without your agreement, except where the law permits.*  *Under the terms of the Data Protection Act 1998 you are entitled to request a copy of information we hold relating to you. A small charge will be payable.* |