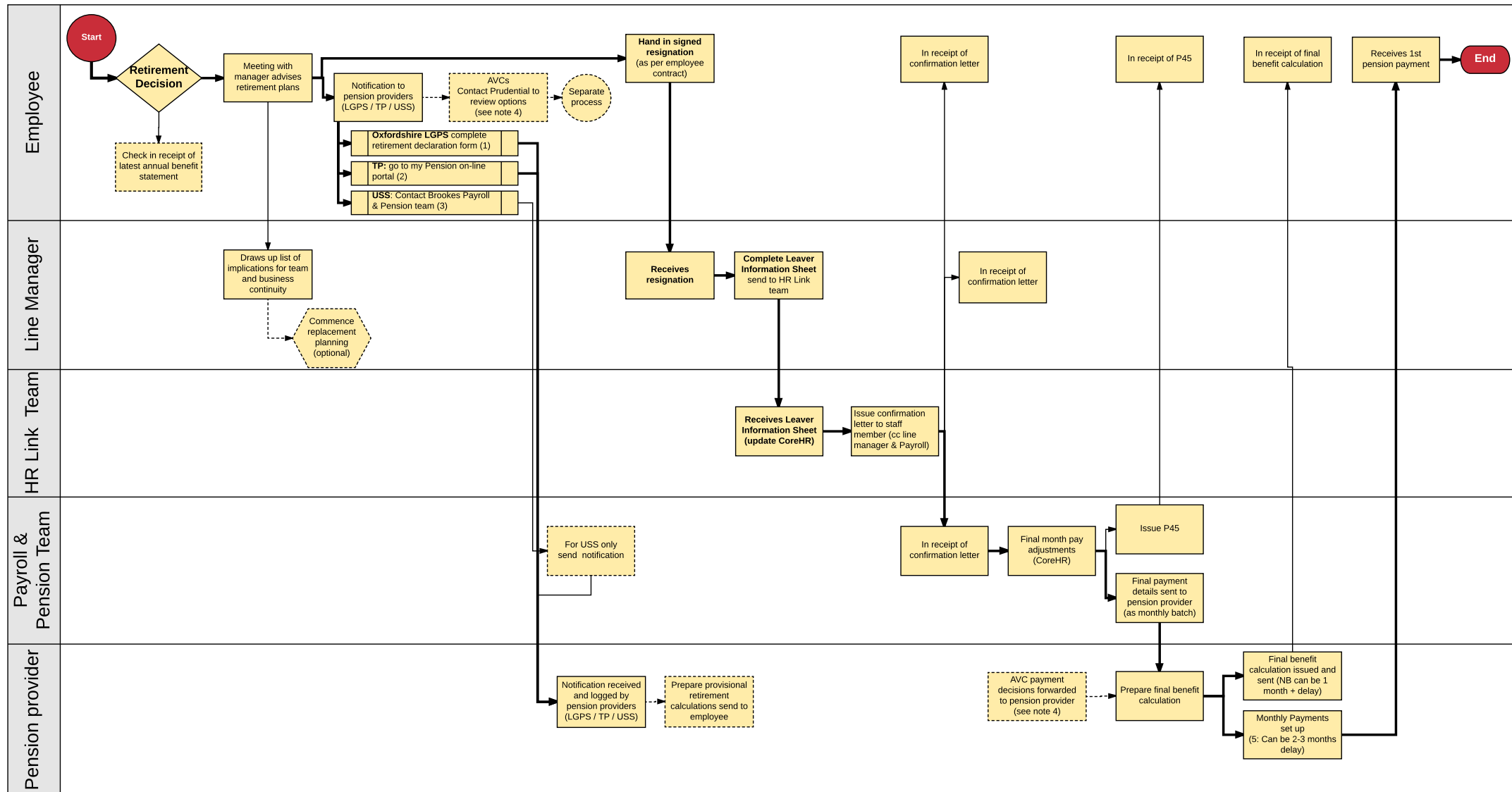


OBU Staff Retirement Process:

This a generic suggested process map. There are many variables dependent on roles and pension providers.

NB: Suggested that this is printed as an A3 document

Version: 10 Oct 2017
By: I Whiting (OCSLD)



Notes: This map is not indicative of timescales: General advice, please provide at least 3 months notice to pension providers.

(1) LGPS members can access the retirement declaration form via <https://www.oxfordshire.gov.uk/cms/content/preparing-draw-your-igps-pension>

(2) Teachers Pension members will need to register on-line to access their form via <https://www.teacherspensions.co.uk/members/member-hub.aspx>

(3) USS should contact Brookes Pension Manager in the first instance.

(4) Members with Additional Voluntary Contributions (AVCs) will need to contact Prudential to discuss their options and this needs to be communicated to LGPS or TPS before the final benefit calculation. This can effect the lump sum members can take from the main scheme.

(5) Important: Members should make financial provision to tide them through any delay in receiving their first monthly pension payment (which will back date payments)