

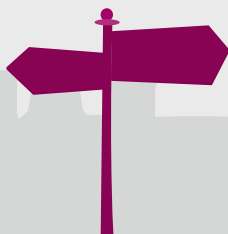
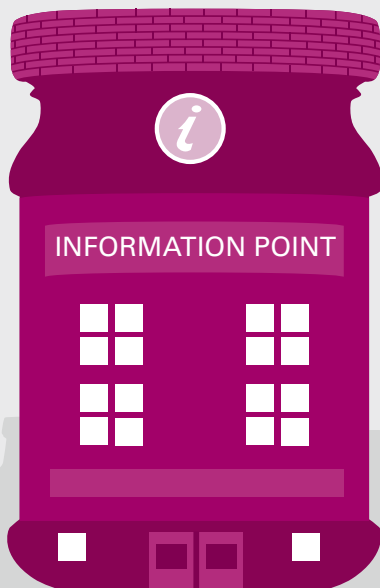
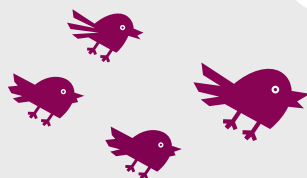
# YOUR PENSION IN PAYMENT

**This booklet aims to answer the key questions you may have about your pension in payment.**

The Scheme is governed by the Trust Deed and Rules which override any information in this leaflet in the event of any differences.

If this leaflet does not answer your questions, or if you need any additional information about your pension, please check the Pensions Website at [www.abfpensions.com](http://www.abfpensions.com).

If you need to contact one of the Member Services Team, please call, email or write using the details on the back cover.



## How and when is my pension paid?

**Your pension is paid monthly in advance on the 6<sup>th</sup> day of the month (or the previous working day where the 6<sup>th</sup> falls on a weekend or bank holiday).**

This means that your pension payment covers the period from the 6<sup>th</sup> day of one month to the 5<sup>th</sup> day of the following month.

If your pension is being paid into an overseas account, it may take up to 6 working days for the credit to appear in your account.

Your pension is paid directly into either your bank or building society account. We cannot pay your pension by cheque. Also, we are unable to pay your pension into any other person's bank or building society account, unless a court order with signed instruction, Power of Attorney or equivalent is obtained.

If your account details change, it is important to advise us as soon as possible as we process the payroll approximately ten days before payment date; any changes received after we have begun processing the payroll will not be included until the following month's payroll. We can take your new account details over the phone, please see the contact details on the back page of this booklet. Alternatively, you can change these through your online account, please see page 5 for further details.

If any information that we send you is returned, we will suspend payment of your pension until you contact us in with your new address.

## Do I receive a paper payslip every month?

**No – we no longer print payslips each month as all pensioners can access their current payslip and previous payslips online**

You will always receive a paper payslip for your April payment, this is sent in a combined document with confirmation of the annual increase to your pension and your P60. If you would like a letter confirming the breakdown of your pension, you can request this by calling Group Pensions using the contact details at the end of this booklet.

## Who can help with a tax query?

You can contact HM Revenue and Customs (HMRC) using the details provided below...

**HM Revenue and Customs  
Pay As You Earn and  
Self Assessment  
BX9 1AS**



The contact telephone number is 0300 200 3300 (+44 135 535 9022 if calling from overseas). If you have hearing or speech difficulties, you can use the textphone number. To use this service dial 18001 then 0300 200 3300.

The reference number that you should quote if you contact HMRC is 083/AB55 (ABF section pensioners) 126/40510 (British Sugar section pensioners). HMRC will also require your National Insurance number.

There may be a delay between the tax office notifying you of a new tax code and us applying that code.

We can only apply tax codes in accordance with instructions issued to us by HMRC. HMRC will not discuss individual codes with us; if you have a tax query, you will have to make contact with HMRC.

We will tax you based on the standard personal allowance until HMRC issues us with a new code. We will apply the BR (Basic Rate) tax code on a 'month 1' basis – this means that we will not include any pay received or tax already deducted in the tax year – until we receive instructions to the contrary from HMRC.

Although tax is not deducted from your State Pension when you receive it, it is taxable; it is added to your ABF pension and any other income that you receive for the purpose of calculating your tax liability. Any tax which is due may be deducted from your ABF pension.

## What is the Guaranteed Minimum Pension (GMP)?

The minimum pension which an occupational pension scheme such as the ABF Pension Scheme has to provide employees who were contracted out of the State Earnings Related Pension Scheme, is known as the GMP; it is broadly equivalent to the additional pension that you would have received from the State if you had not been in contracted out employment.

## What is my State Pension age?

The State Pension age is gradually being increased over time for a number of people. Information on when you can claim your State Pension is shown on the website

[www.gov.uk](http://www.gov.uk).

## Does my pension increase in payment?

If you retire before your GMP Payment Date – 60<sup>th</sup> birthday for women and 65<sup>th</sup> birthday for men – the increases described in the first paragraph below will apply to the whole of your pension until you reach your GMP Payment Date.

The part of your pension which is above your GMP and relates to pensionable service before 1 January 2008 is increased by the Scheme on 6 April (ABF section pensioners) or 1 April (British Sugar section pensioners) in line with the increase (if any) in the Retail Prices Index (RPI) during the previous calendar year up to a maximum of 5%, and the pension (in excess of the GMP) earned in respect of pensionable service from 1 January 2008 will be increased as above but subject to a maximum increase of 2.5% per annum. Proportionate increases are given to those pensioners who have not been retired for a complete year.

The increased pension is paid from 6 April (including arrears back to 1 April in relation to British Sugar section pensioners).

The Scheme does not pay any increases on GMP earned for pensionable service before 6 April 1988; GMP increases relating to this period may be paid with your State Pension, once you reach State Pension age.

The GMP earned for pensionable service between 6 April 1988 and 5 April 1997 is increased each year (after the GMP Payment Date) by the Scheme up to a maximum of 3% as required by statute. If the increase in the Consumer Price Index (CPI) is more than 3%, the State may pay the difference with your State Pension once you reach State Pension age.

Pensions for spouses or civil partners are increased each year in the same way as pensions to member pensioners.

Other dependants' pensions are increased each year by the Scheme by the increase in RPI up to a maximum of 5% in respect of pensionable service before 1 January 2008 and a maximum of 2.5% in respect of pensionable service from 1 January 2008.

# Can I view my details online?

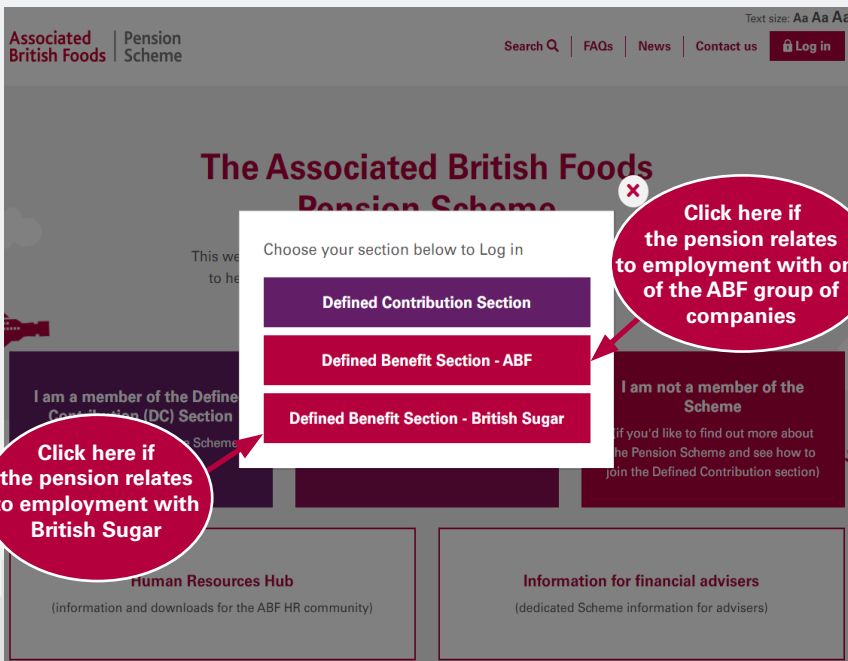
All pensioners now have access to their account online.

If you have already registered to access your online account by providing your email address and creating a password and memorable passphrase, your login credentials will remain the same. If you have forgotten your password, please use the "Forgot Password?" link on the login screen.

If you have not previously registered to use the website, you will receive a letter providing details of how to register shortly after you receive your first pension payment.

The login screen can be accessed from our website at [www.abfpensions.com](http://www.abfpensions.com). Click on the red Log in button in the top right corner of the web site, then click on the correct section\*.

\* please refer to our letter confirming the first instalment of your pension for details of which section of the Scheme you are in.



# What happens when I die?

**Pensions cease on death; it is important that we are notified of deaths quickly because overpayments made after death must be returned to the Scheme.**

Notes applicable to pensioner members only:

- Generally, if you die before five years' pension instalments have been paid and before the age of 75, the balance of the outstanding payments will be paid as a cash sum (this is known as the pension guarantee). However, in respect of ABF section pensioners who retire directly from employment early because of ill health and die before the age of 65, a lump sum life assurance benefit is payable of three times pensionable earnings earned in the 12 months or if greater the last complete tax year before retirement will be payable. The spouse's or civil partner's pension will also be paid but the pension guarantee will not. If a lump sum would be payable on your death, please keep your nomination form up to date.
- If you have a spouse or civil partner, they will receive a pension on your death, throughout their remaining lifetime (even if their circumstances change), of:
  - one-half of your full pension before any part was exchanged for a tax-free cash sum, increased by the same percentages as your pension (ABF section pensioners) or
  - two-thirds of your pension in payment (British Sugar section pensioners) at date of death.
- The spouse's or civil partner's pension will normally be paid to your legal spouse or civil partner, but in some circumstances the Trustee can decide instead to pay the part of the pension which the law does not require to be paid to a legal spouse or civil partner to someone who was financially dependent on you to a substantial degree or who was cohabiting with you and sharing living expenses.
- Your online account details the current value of the spouse or civil partner's pension payable in the event of your death.

Notes applicable to spouses and other dependants in receipt of a Scheme pension:

- No lump sum is payable on death and there is no need to complete a nomination form.
- No ongoing pension payments to any other person

## Do I need to confirm receipt of my pension?

Not normally, but you may be asked from time to time, for audit purposes, to confirm that you are safely receiving your pension.

## How do I keep you informed of changes to my contact details or bank account?

It is very important that you keep us informed of any changes to your contact details or bank account as failure to do so may result in your pension being suspended.

You can update your name, postal address, email address, phone number and bank details through your online account once you are logged in. You will receive an email confirmation when the change of details has been received and your record has been updated.

Alternatively, we have a telephony system in place that allows calls to be recorded which means that we are able to take your changes over the phone. When you call, we will take you through some security questions before amending any details on your record and we will then send you confirmation of the changes in writing.

If you prefer to write in with your new details, we will need your signature on the correspondence. You can send your letter to our postal address or you can send it to us via our secure portal. If you would like us to provide a link for you to upload your letter, please request this by email or telephone.

You will find our contact details on the back page of this booklet.

If you do move house and forget to tell us, we will suspend your pension when correspondence is returned whilst we attempt to contact you.

Please note that we cannot accept a change of address from a third party and we cannot pay your pension into an account that is not in your name unless a court order, or registered Power of Attorney or equivalent is obtained.

## Where can I find more information?

Scheme-specific information is available online at [www.abfpensions.com](http://www.abfpensions.com) or by contacting Group Pensions, our contact details are provided below.

More generic information about pensions and other entitlements is available from MoneyHelper, who provide free impartial guidance and are backed by the UK Government. You can find out more from MoneyHelper online at [www.moneyhelper.org.uk](http://www.moneyhelper.org.uk) or by phone on 0800 011 3797.

### How to get in touch

**Call:** **0800 090 2267** (free from mobiles and landlines in the UK)  
**or +44 207 636 8111** if calling from outside the UK

**Email:** [pensions.admin@abfoods.com](mailto:pensions.admin@abfoods.com)

**Visit:** [www.abfpensions.com](http://www.abfpensions.com)

**Write to:** Associated British Foods Pension Scheme  
Group Pensions Department  
50-51 Russell Square, London  
WC1B 4JU



Please quote your member number and if you write to us give your surname and address in BLOCK CAPITALS.

