

# MY PENSION IF I DIE

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## Defined Contribution Scheme Church Administrators Pension Fund

 THE CHURCH  
OF ENGLAND

PENSIONS BOARD

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## My pension at a glance

This is one of 5 booklets that explain your CAPF DC pension.

CAPF DC is a defined contribution scheme. You build up a pension pot which you can use to provide an income or a lump sum or both. You decide how your pension pot is invested. The value goes up or down depending on how well the investments perform.

### My membership

Joining is easy, it is all done for you when you start work with the NCIs.

We set you up with your own account. The NCIs pay into your pension pot for you but you can top this up by paying in too. The NCIs match your contribution up to 3% of your salary.

### My investment choices

You can pick from three Journeys which are designed to complement the way you might take your pension pot.

Drawdown Journey is our default strategy if you don't want to choose your own investments

We offer other investment options if you want to be more "hands on".

### My retirement

When you retire, you decide how you would like to use your pension pot.

You have several choices to suit your retirement needs.

### My pension if I leave

If you complete 30 days pensionable service, you can leave your pension pot with us or transfer it to another pension provider.

### My pension if I die

If you die before you retire, we will pay your pension pot to your beneficiaries.

If you die while working for the NCIs, we will also pay a lump sum of 4x your salary.

## If I die before taking my pension pot

If you die while working for the NCIs, we will pay two lump sums:

- life cover, plus,
- the amount in your pension pot.

If you die after leaving the NCIs, we will not pay life cover, but we will still pay your pension pot. If you die before age 75, we will pay your pot tax-free. If you die after age 75 your pot may be taxed as income.

### Life cover

If you die while working for the NCIs, we will pay a lump sum of four times your salary.

This benefit starts from the day you start with the NCIs but stops when you no longer work for the NCIs, or when you reach 75 if you are still working for the NCIs.

### Pension pot

We will also pay your pension pot as a lump sum. This will always be the current value of your pension, including what the NCIs have paid, plus any additional contributions you have paid.

### Nomination form

We aim to pay both lump sums to whoever you have put on your nomination form.

Fill out a nomination form to tell us the person, people or organisations you would like us to pay. You can find a nomination form at:



[churchofengland.org/death-nomination](https://www.churchofengland.org/death-nomination)

We do not have to follow your wishes, but we will always be guided by this. We use our discretion and by doing this we can pay the lump sum tax-free.

### Inheritance tax

As we have discretion over who to pay these lump sums to, the amounts fall outside of inheritance tax and we can pay this tax-free.

## If I die after taking my pension pot

What is paid to your beneficiaries or loved ones depends on which retirement option you choose when you take your CAPF DC pot.

### **What if I drawdown from my pot?**

You can leave your money in your pension pot and take lump sums or income from it as and when you need, until your money runs out or you choose another option. You decide when and how much to take out.

If you die while drawing money from your pot, whatever is left will pass on to your dependants.

### **What if I take my pot as cash?**

If you take your whole pot as cash, we pay this direct into your bank account.

After this, it is up to you to decide how to use this money. What is left for your loved ones will depend on how you use this.

### **What if I buy an annuity?**

When you come to take your pension pot, you can exchange this for a guaranteed income for life, called an annuity.

You should check carefully what happens when you die after buying an annuity.

At the time you buy an annuity you will need to decide what passes to your dependants when you die. You cannot decide this later in life.

You will have the option of a survivor's pension. This means your pension will continue to your husband, wife or civil partner after you die. You can pick the rate that it continues at.

You will also have the option of a guarantee period. If you die within this period, the remaining amount for that period is paid as a lump sum.

## Disputes and complaints

We make every effort to provide you with an efficient and effective service. However, if you are unhappy with our service, please contact us first and we will do our best to resolve your issue.

If you are still dissatisfied, you can contact us at:



**Pensions Manager**  
**Church of England Pensions Board**  
**29 Great Smith Street**  
**London**  
**SW1P 3PS**

If we cannot resolve your issue to your satisfaction you can ask for a 'formal complaint form' under our internal dispute process. This will include the full details of our complaint process.

## Pensions Ombudsman

If you have a complaint or dispute concerning your workplace or personal pension arrangements, you can contact the Pensions Ombudsman.



**10 South Colonnade**  
**Canary Wharf**  
**London**  
**E14 4PU**



**0800 917 4487**



**[pensions-ombudsman.org.uk](mailto:pensions-ombudsman.org.uk)**

If you have general requests for information or guidance concerning your pension, head to the Money and Pensions Service website.



**[moneyandpensionsservice.org.uk](http://moneyandpensionsservice.org.uk)**

## Contact us

The Church of England Pensions Board is the trustee and administrator of CAPF DC.

Our office is located at Church House, 29 Great Smith Street, SW1P 3PS. You are welcome to come and see us if you have any questions. Please let us know in advance if you would like to do this.

You can also contact us at:



**Church of England Pensions Board**  
**PO Box 2026**  
**Pershore**  
**WR10 9BW**



**0207 898 1802**



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