

MY PENSION IF I LEAVE

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**Defined Contribution Section
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 can 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 stop working for the NCIs

As long as you work for the NCIs for 30 days, we will keep your pension pot in CAPF DC.

If you worked for the NCIs for less than 30 days, if you paid your own contributions, we will refund this back to you, less tax.

What happens to my pension pot?

Once you leave the NCIs, if you have worked for more than 30 days, we will keep your pot in the CAPF DC.

You can leave your pot with us until you retire, transfer it to another pension provider, or die.

Find out more about transferring your pension on page 5.

Can I carry on paying into my pension?

When you stop working for the NCIs, they will stop paying into your CAPF DC pension pot. You can only pay additional voluntary contributions while you work for the NCIs.

Will you keep me updated on how my pension is progressing?

We will write to you each summer to let you know how your pot is progressing.

If you have not heard from us in a while, it might be that we have lost contact with you.

Do not forget to tell us when you move so we can keep in touch with you.

What happens if I die?

Once you stop working for the NCIs your life cover will also stop.

If you die before taking your CAPF DC pension pot, we will pay this as a lump sum to your beneficiaries.

This will be the current value of your pot, including what the NCIs paid, plus any additional contributions you paid in.

Nomination form

We aim to pay your pension pot to whoever you put on your nomination form.

You can fill out a nomination form to tell us the person, people or organisation you would like us to pay 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 a lump sum to, this falls outside inheritance tax, so the lump sum will be tax-free.

How do I take my pension?

When can I take my pension pot?

You can take your CAPF DC pot at any point after you reach age 55.

Target retirement date

This is the date you have told us you intend to retire. If you have not told us this, we will assume it is your 65th birthday.

You can update this at any time, even after you have left the NCIs.

It is important to tell us if you plan to take your CAPF DC pot at a different time as we line your investments up to match this.

How can I take my pension pot?

When you are ready to take your pension, get in touch with us and we will guide you through how to do this. There are a few forms to complete.

If you do not get in touch with us, we will contact you about 6 months before your target retirement date.

You can find out what you can do with your pot in our 'My retirement' guide.

Transferring my pension

You do not have to keep your pension pot with us. you can move part or all your pension to another pension provider.

You might join a new employer and you could move your pot to their pension scheme. You can also merge your pot with other personal pensions you might have.

If you would like to do this, ask us for a 'transfer out pack'. We will send you some forms to complete and we can then pay your pot to your new provider.

Should I transfer?

Think carefully before you transfer. Here are a few things you should consider.

- Check your new pension provider's Annual Management Charge. Higher fees mean more of your money is taken as charges.
- What are your new investment choices, and if you want to invest ethically, do they have an ethical option?
- Check what happens to your pension pot if you die.

Further information

Your pension on divorce

If you divorce or your civil partnership is dissolved, the court may take your pension into account when reaching a settlement.

The court may determine that part of your pension must transfer to your ex-partner. Please let us know if you need any information if you go through this.

State pension

Your State Pension is separate to your CAPF DC pension. We recommend that you find out more about your State Pension entitlement to help you plan for retirement.

For more information and a forecast visit



[gov.uk/check-state-pension](https://www.gov.uk/check-state-pension)

Family leave

If you start:

- Maternity
- Paternity
- Shared parental leave
- Adoption leave

The NCIs will still pay into your pension pot while you receive contractual or statutory pay (first 39 weeks).

The NCIs usually stop their contribution during unpaid leave.

You can continue paying AVCs if you want to.

If you do not qualify for contractual or statutory maternity, paternity, shared parental, or adoption pay, you will continue to earn pension as if you were working normally while you are on ordinary leave (first 26 weeks).

The NCIs may pay contributions after 26 weeks but is not required to.

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:



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

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

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



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



pensions@churchofengland.org