

Your Payslip and P60 Explained...

Your end-of-year statement (P60) is an important document

- Monthly paid : P60 issued with your April pension advice slip.
- Quarterly or yearly paid: P60 issued with your March pension advice slip.

The P60 is your summary of pension and tax paid for the year up to **5 April 2018**.

You will need to use this – please make sure you keep it!

Your Gross Pension

This is your pension paid this month before we make any deductions.

Tax Code/Basis

HMRC have provided this tax code and it determines the amount of tax we deduct. If you feel it is incorrect, please contact HMRC. Contact details can be found on your payslip.

'To Date' Figures

Total pension paid and tax deducted from April to the end of the current month.

P45

Values will show here if we have received previous pay and tax figures from HMRC.

Changes to Address or Bank

Please remember to inform us of any changes to your address or bank details.

NOTIFICATION OF CHANGE OF ADDRESS AND/OR BANKING DETAILS

You should complete this section in **BLOCK CAPITALS** and black ink to tell us about any changes to your address or bank/building society details. **Changes cannot be made without your signature.**

New Address

Name of Bank/ Building Society: _____
Address: _____
Post Code: _____
Telephone: _____

New Bank/Building Society Details

Name of Bank/ Building Society: _____
Address: _____
Account Held in Name of: _____
Account No.: _____
Sort Code: _____

Your Signature: _____
Date: _____

Return Address:
West Midlands Pension Fund,
PO Box 3948,
Wolverhampton WV1 1XP

PENSION ADVICE

West Midlands Pension Fund
West Midlands Integrated Transport Authority Pension Fund

Please don't forget to notify us of any change to your address or banking details - see overleaf

Your Pension Reference Number: _____

For tax queries:
Tel: 0300 200 3300
HM Revenue and Customs are open 8am-8pm Mon-Fri, 8am-4pm Saturday
Please quote tax PAYE reference: 068/W105
Your written tax queries should be directed to:
PAYE & Self-Assessment
HM Revenue & Customs
BX9 1AS

Personal Visits: Our offices are located at 6th Floor, Mander House, Wolverhampton WV1 3NH. Please call the helpdesk to arrange a suitable time.

Messages:

Pension Date	Tax Period	Tax Code/Basis	National Insurance Number	Method of Payment

Gross Pension To Date
Tax Paid To Date
P45 Gross Pay
P45 Tax

Gross Pension Other Payments
Total
Income Tax
Total Deductions
Net Pension

Our Address:
West Midlands Pension Fund
PO Box 3948
Wolverhampton WV1 1XP
Helpdesk: 0300 111 1665
Fax: 0845 230 1565
Website: wmpfonline.com
Email: pensionfundenquiries@wolverhampton.gov.uk

The West Midlands Pension Fund is administered by City of Wolverhampton Council
The West Midlands Integrated Transport Authority Pension Fund is administered under agency by City of Wolverhampton Council

West Midlands Pension Fund

Produced by West Midlands Pension Fund 08/17

P60 End of Year Certificate

Pensioner's National Insurance number	PAYE Reference	Tax Year to 5 April
068/W105		2018

Pensioner's Surname (IN BLOCK CAPITALS) First Two Forenames: _____
Employer's Name and Address: _____
Pensioner's Payroll Number: _____

Previous Employment(s)	Pension Paid by Us	Total For Year	Final Tax Code
Pay Tax Deducted - indicates refund E P E P E P E P	Pay Tax Deducted - indicates refund E P E P E P E P	Pay Tax Deducted - indicates refund E P E P E P E P	

Your percentage of standard lifetime allowance (LTA) used is: _____%

This form shows your total pension for Income Tax purposes paid to you by us for the year.
Please keep this certificate in a safe place. **You will need it if you have to fill in a tax return, make a claim for tax credits or to renew your claim.** You can also use it to check we are using your correct National Insurance number. If not, please tell us.
By law you are required to tell HM Revenue and Customs about any income, which is not fully taxed, even if you are not sent a tax return.

Keep this for your tax records.
If you have a tax advisor, give them a copy.

DO NOT DESTROY

P60 (2017-18) Substitute (WMPF)

Gross Pension Summary

This shows the total amount of pension paid to you in the year. Quote this figure on tax returns.

Tax Summary

This shows the total tax deducted in the year. If you see a – this indicates a refund of tax. Quote this figure on tax returns.

Lifetime Allowance (LTA)

This is a limit on the total amount we can build up in pension without penalty. Here is the percentage that was used by this pension at your retirement date

UK residents: For peace of mind, please use the web portal to notify the Fund of your change of address or bank details. It is quick and easy and your new address will be verified instantly using the QAS system. Please keep your existing bank account open until we notify you that your details have been amended.

Contact information

West Midlands Pension Fund

PO Box 3948
Wolverhampton
WV1 1XP

Email

pensionfundenquiries@wolverhampton.gov.uk

Customer Services

0300 111 1665

Following the production of the pensioner newsletter, we are expecting our call waiting times to increase. To avoid the queues, the best time to call us is between **2.00pm and 4.30pm, Monday to Friday**.

Website

wmpfonline.com

Pension Portal

<https://portal2.wmpfonline.com/>

2018 ANNUAL NEWSLETTER



Hello and Welcome...

...to your 2018 annual newsletter from the West Midlands Pension Fund, providing you with essential information about your pension benefits.

Over the last 12 months the Fund has been busy exploring different ways to engage with our members and shape our service to ensure it is fit for the future. We are pleased to report that the Fund held our first Pensioner Engagement Forum late last year which we have covered in this newsletter.

As always, the newsletter provides you with all of the important information regarding your pension payment dates, pensions increase and a breakdown of your P60, along with how you take control of your pension account using the new 'My Pensions Portal'.

We hope you find the contents of this newsletter useful, and if you have any ideas or topics you would like us to cover in future then please get in touch.

We would like to take this opportunity to wish you all the best for 2018. We all look forward to meeting you at one of our many events.

From Your Pension Team

Key Achievements for 2017/2018

Awards for governance & trustee development, attaining gold standard in Investors in People



Achieving a return on investments of 22.6%, compared to a benchmark of 21.8%



The launch of 'My Pensions Portal'



Pension administration cost per member of the Fund

Forecast 2017/2018
£20.37*

Budget 2017/2018
£23.20

*latest figure available at time of printing

Re-accreditation of



Pension Roadshows

The Fund's pension roadshow vehicle will be touring across the West Midlands in September and October 2018, where you have the opportunity to come onboard and speak to Fund

staff about any queries or questions you may have. Full dates and details will be available on our website shortly at www.wmpfonline.com/memberevents



Pensions Increase

April is the time of year when your local government pension is adjusted to ensure it maintains its value against increases in the cost of living, and we are pleased to announce that from the 9 April 2018 pensions will increase by 3% in line with the consumer prices index (CPI). For more information on how the increase will be applied or if you have been receiving your pension for less than a year, please visit www.wmpfonline.com/increase

Pensioner Engagement Forum - You Said, We Did!

In our 2017 newsletter, we confirmed that we were going to launch a Pensioner Engagement Forum to give you the opportunity to provide us with your thoughts on the various communications we deliver, along with providing feedback for the future content of the annual pensioner newsletter.

I am pleased to confirm that we had several volunteers who offered to help, and we held the first WMPF Pensioner Engagement Forum at our offices in Wolverhampton on 18 October 2017. The workshop went well and we received valuable feedback which we will use to shape our service going forward.

The topics we discussed were:

- What is Pensioner Engagement Forum and why is it important?
- Review of the new 'My Pensions Portal'.
- Review the contents of the pensioner newsletter.
- Review website and its accessibility.

Future proposals:

- Pensioner coffee mornings - group discussion

We used the feedback provided to assist with the contents of this newsletter, for example, we have reduced the amount of investment information and replaced it with more information on the new 'Bereavement Guide' which outlines the security of your pension and has details of survivor's benefits.

We also asked what support you think should be put into place to help the transition from leaving employment to claiming your retirement benefits, and have since created a 'Pre-Retirement Workshop' based on the feedback from the Forum.

The discussion notes and more detail in regard to the morning can be found on the Fund's website by following this link: wmpfonline.com/pensionerengagementforum



Based on the success of the Pensioner Engagement Forum, we would like to meet with you on an annual basis to ensure our service continues to meet your needs. The next meeting will be held at the Fund offices in Wolverhampton on **5 October 2018**.

To be part of the Forum, please register your interest by either emailing us at WMPFEvents@wolverhampton.gov.uk or by calling **01902 551869**.

New Member Portal - Access Your Pension Account Online Using the NEW Pensions Portal!

The West Midlands Pension Fund launched its existing online web portal platform in 2013 which enabled members to manage their pension accounts online.

We have been working hard on a project to improve the 'look and feel' of the site, enhancing the customer experience and increasing the efficiency and flexibility of the portal. We have developed a new member web portal which was launched in August 2017 and has been rebranded as 'My Pensions Portal', designed with customer feedback in mind.

All existing users who have registered and activated on the previous web portal have been automatically mapped over to 'My Pensions Portal'.

Why not log in today and:

- view your pensioner record;
- view your monthly pensioner payslips and your annual P60s;
- change your personal details;
- change your bank account details; or
- view and update/change your nomination form

We have also created a short step-by-step guide to assist you to get registered and how to manage your account.

<http://www.wmpfonline.com/CHttpHandler.ashx?id=14458&p=0>

If you have not got access to the internet and would like to receive paper communication in the future, then please contact us and we can facilitate this.



CHANGE OF BANK UPDATE

Where a change of bank notification is received direct from the banking industry, the Fund will no longer issue paper notifications of these changes. All changes should have been instructed by our members using the Current Account Switch Guarantee Service and therefore you are aware of the change or it may be an internal change by your bank which does not affect your individual account.

Life Certificate

For our members that live outside the UK and correspondence has not been received in the last year, every October we issue an Overseas Pensioner Confirmation Form. If you receive one of these, please complete the required information and return to the Fund either by email or post. Failure to do this may result in your pension payments being suspended, further information is provided in the annual letter.

For our members that live within the UK, if returned post or returned payments, we are required to issue a Pension Continuation Form to ensure the details we hold for you are accurate. If you receive one of these, please complete the required information and return to the Fund either by email or post. Failure to do this may result in your pension payments being suspended.

Bereavement Guide

The death of someone close can be shattering and everyone experiences grief differently. How we react and how we cope with loss will be influenced by many different things.

The Fund has developed a 'Bereavement Guide' to help you understand the many things that need to be done after the death of a loved one and what organisations you should contact. It provides information on what the Fund will need following the death of a member or beneficiary

member to calculate if any further benefits are payable.

You don't have to go through bereavement alone. There are lots of ways to access support, and the guide gives details of how you can contact some of the national bodies who may have local support groups in your area.

You can find a copy of the Bereavement Guide by following this link: wmpfonline.com/bereavementguide



Your Pension is Safe and Secure

Your pension is safe and secure and will be payable for your rest of your life. On the event of your death, the Fund will confirm what benefits are payable to any survivors.

Pension Payment Dates

If you are paid quarterly or yearly, you will continue to receive a payslip which is available online every time you are paid. If your pension payment is on a monthly basis, we will send a payslip when there is a variance of £10 in your gross or net payment and every April. Payslips are available via the Fund's secure online 'My Pensions Portal'.

Monthly Payment Dates for 2018/19

- | | |
|---------------------|--------------------|
| • 25 April 2018 | • 25 October 2018 |
| • 25 May 2018 | • 23 November 2018 |
| • 25 June 2018 | • 14 December 2018 |
| • 25 July 2018 | • 25 January 2019 |
| • 24 August 2018 | • 25 February 2019 |
| • 25 September 2018 | • 25 March 2019 |

National Fraud Initiative

The Fund participates in an exercise to promote the proper spending of public money and are required, by law, to protect the public funds it administers. The Fund may share information provided to us with other bodies responsible for auditing or administering public funds in order to prevent and detect fraud.

The Fund participate in the Cabinet Office's anti-fraud initiative, known as the National Fraud Initiative. For this initiative, the Fund are providing details of pensioners and beneficiaries so that they can be compared to information provided by other public bodies. This will ensure that no pensions are being paid to persons who are deceased or no longer entitled, and that occupational pension income is being declared when housing benefit is applied for.

The details of any local government pensioners who have taken up re-employment are also reported; therefore, it is important that you inform the Fund of any re-employment in local government.

New Data Protections Regulations are Coming....

From the 25 May 2018, the **EU General Data Protection Regulation (GDPR)** will replace the current Data Protection Act. **GDPR** is a regulation by which the European Parliament, the Council of the European Union and the European Commission intend to strengthen and unify data protection for all individuals within the European Union (EU).

What does this mean for you?

The West Midlands Pension Fund is a Data Controller under the Data Protection Act 2018. This means we store, hold and manage your personal data in line with statutory requirements to enable us to provide you with pension administration services. To enable us to carry out our statutory duty, we are required to share your information with certain bodies, but will only do so in limited circumstances. For more information about how we hold your data, who we share it with and what rights you have to request information from the Fund, please visit www.wmpfonline.com/privacynotice