

The Scribe

Spring 2020

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The newsletter for retired members of the Local Government
Pension Scheme in Berkshire and their dependants

THE ROYAL COUNTY OF
BERKSHIRE
PENSION FUND

A message to our members...



The Royal County of Berkshire Pension Fund takes the threat posed by COVID-19 (Coronavirus) extremely seriously. The health, safety and well-being of our team members, scheme employers, scheme members and all other parties we are associated with is one of our main priorities.

We would like to reassure our Scheme members that we, together with the Royal Borough of Windsor & Maidenhead, as administering authority to the Pension Fund, have comprehensive Business Continuity Plans in place which include detailed Disaster Recovery processes. As such we are well positioned to minimise any disruption on 'business as usual' and we can continue to meet our service commitments remotely.

Until further notice we regret the Pension Team will not receive external visitors to our offices to hold 'face to face' meetings. Instead, we will use alternative methods of communication where possible.

Our key priority is to ensure your monthly pension payments continue and measures have been put in place to achieve this.

Everything detailed in this newsletter is how we wish and intend to operate. At this time if you need to contact us we would urge you to do so via e-mail as this is the best route of communication.

This is a rapidly changing situation, we do not anticipate any major impact on the service, and we are confident we have the necessary plans in place to deal with this emergency.

If you have any questions please do not hesitate to contact us directly by e-mail on **info@berkshirerpensions.org.uk** or by telephone on **01628 796 668**.

We would also encourage our members to use our online portal – 'my pension ONLINE' which will enable you to view your monthly payslip information and annual P60 documents (see page 18 for more information).

Finally we would like to send our very best wishes to all our scheme members at this difficult time.

...from all at the Berkshire Pensions Team



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LGPS update... We have received a number of enquiries from members asking whether their Berkshire pension is affected by the UK's withdrawal from the EU. Your LGPS pension is a Defined Benefit (DB) scheme which means the benefits you receive are set out in law and are not linked to investment returns. There is no impact on your pension as a result of Brexit.

Pensions increase 2020

Your Berkshire Pension is increased annually in line with the Pensions Increase Order which is currently linked to the Consumer Prices Index (CPI). The 2020 increase is 1.7% and will apply from **Monday, 6 April 2020**. The increase is calculated in line with the CPI index at September 2019.

If your pension began **before 22 April 2019**, you will receive an increase of up to 1.7%. If your pension began **on or after 22 April 2019**, you will receive a proportionate increase. Please refer to your personalised pensions increase booklet for more information.



Pensions increase booklet 2020

Your personalised 2020 pensions increase booklet is enclosed with this newsletter.

If your pension commenced **after 21 March 2020** you will not be due an increase to your pension this year, however your pension will increase in line with CPI from Monday 12 April 2021.

Effective date	Percentage increase
6 April 2020	1.7%
8 April 2019	2.4%
9 April 2018	3%
10 April 2017	1%
11 April 2016	0%
6 April 2015	1.2%

The pensions increase is always applied from the first Monday of the new financial year

Pension pay dates 2020/2021

Your Berkshire Pension is paid into your chosen bank or building society account on the last working day of each month. We have detailed below your pension payment dates for the next 12 months for your convenience. **Please note these dates apply to UK bank accounts.**

Thursday 30 April 2020
Friday 29 May 2020
Tuesday 30 June 2020
Friday 31 July 2020
Friday 28 August 2020
Wednesday 30 September 2020
Friday 30 October 2020
Monday 30 November 2020
Wednesday 23 December 2020
Friday 29 January 2021
Friday 26 February 2021
Wednesday 31 March 2021

December 2020 payday - Your December 2020 pension payment will be credited to your bank account on **Wednesday 23 December 2020** in time for Christmas.

Pension payslips

A payslip will be issued to you if your net monthly pension payment has changed by more than 50 pence from the previous month. However you will automatically receive a payslip in April and May to reflect the pensions increase applied from 6 April 2020.

Turn to page 6 for more payslip information



Your payslip explained

A payslip is issued to you if your net monthly pension payment changes by more than 50 pence from the previous month. However you will automatically receive a payslip in April and May to reflect the pensions increase applied from **6 April 2020**.

Payments	Value
1	
Gross Pay	2

Deductions	Value
3	
Total Deductions	4

Pay Details
Pension Number 5
NI Number
Tax Code 6
Pay Date / Pay Period 7
P.A.Y.E Ref.
Tax District
Sort Code
Account Number
B.Society Ref.

Year to Date	8
Gross Pay	
Taxable Pay	
Tax	
GAYE	
Other Deductions	
P45 Pay	
P45 Tax	

Net Pay

Your payslip explained

- 1 **Payments** - The elements which make up your Berkshire Pension are displayed here. *Please note:* the pensions increase figure is a cumulative total of all your pension increases from the start of your pension.
- 2 **Gross Pay** - This is the total pension value (before tax) due to you in the current month.
- 3 **Deductions** - This is the total amount of tax you have had deducted from your gross pension in the current month. If the letter 'R' is displayed after the amount quoted this means you have been paid a tax refund. Any other deduction will also be shown here e.g Give As You Earn (GAYE).
- 4 **Net Pay** - Amount of pay after deductions which will be credited to your bank account on your payment date.
- 5 **Pension Number** - This is your pension reference number and is made up of five numbers and a letter e.g. 12345A. Please quote this reference if you contact the Berkshire Pensions Team.
- 6 **Tax Code** - This will be the tax code we are currently operating for you. If **M1** appears after your tax code, your tax code has been operated on an emergency basis. If you have a query on your tax code please contact the tax office directly on **0300 200 3300**.
- 7 **Pay Date** - The date your pension credits your bank account. Normally the last working day of the month (see page 5).
- 8 **Year to Date** - These are the pay figures you have received to date within this tax year.

Don't forget you can view your monthly payment details on your online account - turn to page 18 for more information.

Your 2020 P60

Your P60 for the tax year 2019/2020 will be issued in advance of the HMRC deadline of 31 May 2020. We hope to post your P60 to you in April 2020.

Pension fund name and address

Royal County of Berkshire Pension Fund
Minster Court
22-30 York Road
Maidenhead
Berkshire
SL6 1SF

Pensioner's details

National
insurance
number

Surname

First two
forenames

Pension payroll
number

1

End of year certificate P60

Tax year to 5 April 2020

HM Revenue & Customs Office Name
Devon Area
Tel: 0300 200 3300
PAYE Reference: 070/R5200

2

Pension and income tax details

	Pay	£	p	Tax deducted	£	p
Previous employment(s)	3					
Pension paid	4			Tax deducted* R=net refund	5	
Total for year				Tax deducted		
* Figures shown here should be used for your tax return if you get one.				Final tax code	6	

Your 2020 P60 explained

- 1 **Pension payroll no** - This is your pension reference number and is made up of five numbers and a letter e.g. 12345A. Please quote this reference if you contact the Berkshire Pensions Team.
- 2 **PAYE Reference - 070/R5200** - This is the tax reference number for the Berkshire Pension Fund and should be quoted if you contact HMRC. Full contact details for HMRC can be found on page 13.
- 3 **Previous employment – pay/tax deducted** - These two boxes will show any pay and tax from previous employment in the same tax year as you left your previous job.
- 4 **Pension paid** - This is the total pension you have received in the current financial year before tax is deducted.
- 5 **Tax deducted** - This is the total amount of tax you have had deducted from your pension in the current financial year.
- 6 **Final tax code** - If **M1** appears after your tax code, your tax code has been operated on an emergency basis. If you have a query on your tax code please contact the tax office directly on **0300 200 3300**.

You can view your historical P60 documents via your online account. Turn to page 18 for more information.

Please keep your P60 in a safe place for future reference

Updating your personal details

Have you changed your address, name or partnership status?

If so please let us know as soon as possible so that we can continue to send you important information about your pension, e.g. pensions increase notifications, P60s etc.

Please note that changes of address can be accepted over the telephone or by e-mail. We have also provided a change of address form on **page 11** for your convenience.

Don't forget you can also update your address using 'my pension ONLINE'.



Changing your bank details

If you change your bank details we require confirmation in writing for security purposes. We have provided a form on page 12 for you to complete and sign, or alternatively you can write to us directly:

Royal County of Berkshire Pension Fund
Minster Court
22-30 York Road
Maidenhead
SL6 1SF

Please provide your 6 digit sort code and 8 digit account number and Building Society Reference number (if applicable).

Change of address notification

Please complete the form below with your new address details and return to: Royal County of Berkshire Pension Fund, Minster Court, 22-30 York Road, Maidenhead, Berkshire, SL6 1SF

Your Personal Details

Surname

Effective date of change

Forenames

E-mail

National Insurance no.

Landline telephone no.

Pension no.

Mobile telephone no.

Old address

Your signature

Date

Postcode

New address

Please ensure you have signed and dated this form before returning it to the address below:

Royal County of Berkshire Pension Fund, Minster Court, 22-30 York Road, Maidenhead, SL6 1SF

Postcode



Change of bank details notification

For security reasons, we are unable to accept notifications of bank changes over the telephone or by e-mail. Therefore please confirm the new details in writing to: **Royal County of Berkshire Pension Fund, Minster Court, 22-30 York Road, Maidenhead, Berkshire, SL6 1SF.** Alternatively you can complete the form below to confirm any changes.

Your personal details

New bank details

Please ensure you have signed and dated this form before returning it to the Royal County of Berkshire Pension Fund at the address below:

**Royal County of Berkshire Pension Fund
Minster Court
22-30 York Road
Maidenhead
SL6 1SF**



Tax office information

If there is a change to your tax code, the Tax Office will issue an electronic notification to our Pension Payroll team to confirm details of the change.

If you wish to query your tax code you must contact the Tax Office directly. When contacting the tax office please quote the tax reference for the Berkshire Pension Fund - 070/R5200.

Postal address	HM Revenue & Customs Pay As You Earn PO Box 1970 Liverpool L75 1WX
Telephone	0300 200 3300
Website	www.hmrc.gov.uk



2020/2021 tax-free personal allowance

Most people in the UK get a personal allowance of tax-free income. This is the amount of income you can receive before you pay tax. The amount of income tax you pay in each tax year depends on:

- how much of your income is above your personal allowance
- how much of this falls within each tax band

The standard personal allowance from **6 April 2020** to **5 April 2021** remains at **£12,500**.

Do you live in Scotland? If you live in Scotland you will receive the same personal allowance for 2020/2021, but your tax bandwidths will be different. HMRC will determine if you are a Scottish tax payer.

Please note - the income tax you pay is calculated based on all your taxable income from all sources (including your State Pension).

Annual report and accounts 2018/19

The Royal County of Berkshire Pension Fund Annual Report and Accounts 2018/2019 is now available to view via our website:

[Annual Report and Accounts 2018/19 - part 1](http://www.berkshirepensions.org.uk/downloads/file/370/annual_report_and_accounts_20182019_-_part_1)

http://www.berkshirepensions.org.uk/downloads/file/370/annual_report_and_accounts_20182019_-_part_1

[Annual Report and Accounts 2018/19 - part 2 \(Appendices\)](http://www.berkshirepensions.org.uk/downloads/file/371/annual_report_and_accounts_20182019_-_part_2_appendices)

http://www.berkshirepensions.org.uk/downloads/file/371/annual_report_and_accounts_20182019_-_part_2_appendices

If you would like a hard copy of this document please contact Joanne Benstead on **01628 796 754** or e-mail joanne.benstead@rbwm.gov.uk



Pension scams - *be 'ScamSmart'*

Pension scams can be hard to spot. Scammers can be articulate and financially knowledgeable, with credible websites, testimonials and materials that are hard to distinguish from the real thing. Scam tactics include:

- **Contact out of the blue**
- **Promises of high/guaranteed returns**
- **Free pension reviews**
- **Access to your pension before age 55**
- **Pressure to act quickly**

Scammers design attractive offers to persuade you to transfer your pension pot to them (or to release funds from it). It is often then invested in unusual and high-risk investments like overseas property, renewable energy bonds, forestry, storage units, or simply stolen outright.

If you suspect a scam, report it ... report to the Financial Conduct Authority (FCA) by contacting their Consumer Helpline on **0800 111 6768** or using the reporting form at **www.fca.org.uk**

- Report to Action Fraud on **0300 123 2040** or at **www.actionfraud.police.uk**
- If you're in the middle of a transfer, contact your provider immediately and then get in touch with The Pensions Advisory Service (TPAS) at **www.pensionsadvisoryservice.org.uk**

Pensions cold-calling

As reported in previous editions of the Scribe, a ban on pensions cold calling has now become law as part of the Government crackdown on pension fraud. It is now illegal for companies to make unsolicited calls to people about their pensions.

This new law should go towards stopping cold calling resulting in people being scammed out of their pension savings. Companies that break the rules can face fines of up to £500,000.

State pension *directory*

Do you have a question about your State pension or require further pensions advice?

We have provided some contacts below which you may find helpful:

Future pension centre	0800 731 0175 Monday to Friday, 8am to 6pm
Check your state pension age	www.gov.uk/state-pension-age
Winter fuel payment centre	0800 731 0160
International pension centre	+44 (0) 191 218 7777
Pension credit	0800 991 234
Claiming your state pension for the first time	0800 731 7898

Tell Us Once

Did you know the Berkshire Pension Fund are part of 'Tell Us Once'?

'Tell Us Once' is a service that lets the person reporting a death inform many Government organisations in one go.

At a stressful time, it saves the individual from having to contact a number of different organisations, and for the organisations themselves, means they get informed of the death quickly, from a central location, and officially, meaning separate verification is not needed.

If a match is found through 'Tell Us Once', the Berkshire Pension Fund will receive a formal notification of the death including the next of kin/executor details.

Spring *Sudoku* competition

In our Autumn 2019 edition of *The Scribe* we invited our readers to try our wordsearch competition. Thank you to everyone who entered.

For another chance to win a £25 Marks & Spencer gift voucher, why not have a go at our Spring Sudoku competition?

Please send your entry to **Joanne Benstead, Royal County of Berkshire Pension Fund, Minster Court, 22-30 York Road, Maidenhead, SL6 1SF** to reach us by **31 July 2020**. The winner will be drawn at random from the correct entries received. Good luck!

Please note this competition is not open to members of the administration or investments pension teams.

Name	
Address	
Tel. Number	

Fill in the squares in the grid, so that each row, each column and each 3 x 3 contains all the digits from 1 - 9.

8	3			2	9			
	9		7				6	
4				1		2		
	4	8			2		1	9
		9				4		
1	2		9			3	5	
		4		6				7
	5				1		2	
			3	5			4	1

Take charge of your pension...*online*

'my pension ONLINE' is an internet based application which enables you to securely access your own pension details online via the Royal County of Berkshire Pension Fund website from the comfort of your own home or workplace using a desktop PC, laptop, smartphone or tablet.



As an *retired* member of the scheme you can:

- view your personal details
- update your address
- view and update your Expression of Wish
- view your monthly pension payments
- view your P60 history
- access all publications and newsletters

To register for 'my pension ONLINE' or log into your existing account please visit www.berkshirerpensions.org.uk

Contacts directory

We have provided some contacts below which you may find helpful:

Pension Wise

www.pensionwise.gov.uk

0800 138 3944

Citizens Advice Bureau

www.citizensadvice.org.uk

Age UK

www.ageuk.org.uk

0800 678 1602

Find an advisor

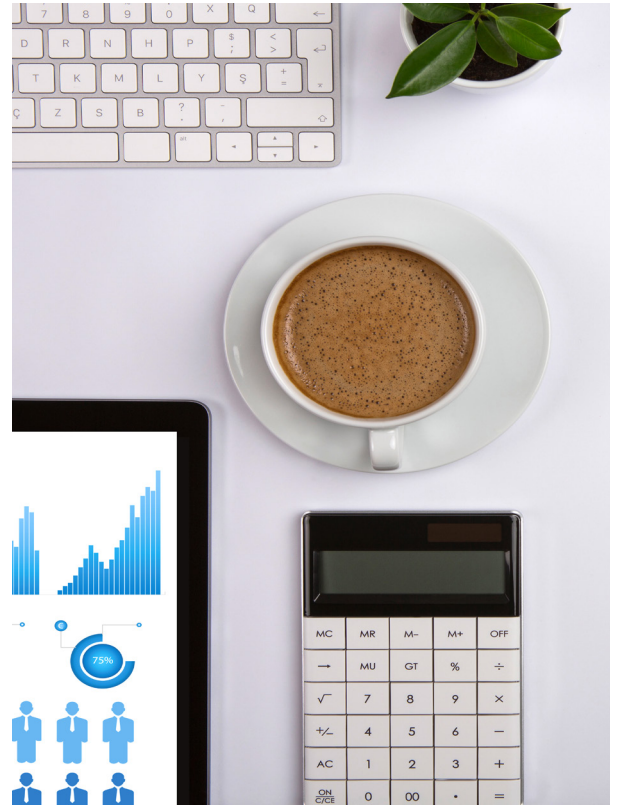
www.unbiased.co.uk

0800 023 6868

The Money Advice Service

www.moneyadviceservice.org.uk

0800 138 7777



Contact us

Royal County of Berkshire Pension Fund

Minster Court, 22-30 York Road, Maidenhead, Berkshire, SL6 1SF

Pensions Helpdesk: 01628 796 668

lines are open Monday to Thursday 8.30am to 5pm and Friday 8.30am to 4.30pm

E-mail: info@berkshirepensions.org.uk



Website: www.berkshirepensions.org.uk

If you would like this newsletter in large print or audio please contact us on 01628 796 754 or e-mail info@berkshirepensions.org.uk

The Royal Borough of Windsor & Maidenhead is the administering authority to the Royal County of Berkshire Pension Fund

www.rbwm.gov.uk



Royal Borough
of Windsor &
Maidenhead