



**The Greater Gwent  
(Torfaen) Pension Fund**  
administered by Torfaen County Borough Council



## Estimate Request Form

**Request for a retirement estimate of your LGPS pension – Active Members**

### About You – Your Personal Details

Title

Full Name

Date of Birth

Address

Partnership Status

☐ Single

☐ Married

☐ Civil Partnership

☐ Cohabiting Partner

☐ Divorced/Dissolved Partnership

Job Title

National Insurance Number

Phone Number

Email Address

You must be within at least 1 year of your 55<sup>th</sup> birthday, choose a date no more than 2 years from the date you send this form to us

Date estimate to be calculated for

**You will need to register for My Pension Online so we can send your estimate to you. If you request an estimate within 12 months of a previous request a charge may apply.**

### Signing your Estimate Request Form

***I confirm I am requesting an estimate from the Greater Gwent (Torfaen) Pension Fund based on the date stated above on this form. I understand the Pension Fund will send my estimate to me electronically through My Pension Online.***

Signed

Date

### GDPR – Privacy Notice

*The Greater Gwent (Torfaen) Pension Fund is part of Torfaen Council, which is a Data Controller under the General Data Protection Regulations. 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 <https://www.gwentpensionfund.co.uk/media/3748/privacy-notice.pdf>*

## Information about your request

- We aim to provide you with your estimate within 21 working days of receiving your estimate request form. This may be longer during periods when the Pension Fund is experiencing high volumes of work.
- We will send your estimate to your My Pension Online account only. It's really simple to sign up on our website [www.gwentpensionfund.co.uk](http://www.gwentpensionfund.co.uk). Click on the My Pension Online link (at the top of the screen).
  - 1) Click on **Register for My Pension**.
  - 2) Click on Sign up for My Pension.
  - 3) Type in your **Surname, National Insurance Number, Date of Birth and Email Address** and click on **Register My Pension**.
    - If we hold your email address on our records, you will receive an email with a link to click on to complete your registration. Please check your Junk Folder in case the email has been sent to there.
    - If we don't hold your email address on our records, **we will send you an activation key in the post within 3-5 working days**.
  - 4) Set up your Username, Password and 2 security questions from the list provided
  - 5) When available, your estimate can be viewed in **My Documents**, which is accessed through the **Documents Panel**.
- If you do not have internet access, please contact us and let us know and we will send your estimate by post to your home address.
- You are entitled to one free estimate request within a 12 month period or two free estimates if they are for different financial years i.e. April 2019 and April 2020. If you require a further estimate within 12 months of your previous request this may incur a charge at the discretion of the Greater Gwent (Torfaen) Pension Fund.
- If you are a deferred member you should not fill in this form you should fill in a Deferred Pension Payment Request Form which is available on our website under the Forms and Publications section.
- **You should not fill in this form if:**
  - Your employer has offered you voluntary or compulsory redundancy
  - Your employer is ending your employment for business efficiency reasons
  - Your employer has awarded you ill health retirement.
- **If any of the above apply you should contact your employer's HR department to ask them to request your retirement figures. The Pension Fund is unable to provide these figures directly to members.**
- **If you are 2 or more years from reaching your 55<sup>th</sup> birthday we will not be able to provide an estimate of your LGPS pension you should login to your My Pension Online account and use the online pension calculator.**
- **Sending your estimate request form to us**
  - Please return this form by:
    - Uploading it to your My Pension Online account; or
    - Emailing it to [pensions@torfaen.gov.uk](mailto:pensions@torfaen.gov.uk); or
    - Posting it to: The Greater Gwent (Torfaen) Pension Fund, Torfaen County Borough Council, Civic Centre, Pontypool, Torfaen NP4 6YB