

## Thinking of transferring your final salary pension out of the scheme?

The ZPen scheme is administered very differently to most occupational pension schemes, we operate an online member self service facility for more than 90% of scheme members.

This means that most members can get everything they need in just a few minutes. If you're thinking of transferring your pension benefits just follow the 4 stages below, pass the information on to your IFA and they should then be able to advise you.

1. If you haven't already, register to use the Trustees website [www.zpen.info](http://www.zpen.info) and then log in to your account
2. Go to the "Get a quotation" tab and get a retirement quote for your pension benefits at your normal retirement age and get a transfer value (you can lock in this value so it's guaranteed for 3 months if you want to). When getting a transfer value remember to download a Transfer Factsheet.

Take screen shots of the retirement quote and the transfer value.

3. Go to "Additional information" page under your account details and take a screen shot

You should now have the following to pass on to your IFA;

- A pension quote at your normal retirement age
  - A transfer value quote
  - A transfer factsheet
  - Your scheme information
4. Your IFA may want to see some other information, such as, early retirement factors, commutation factors or details of death benefits. All of this information is available to them from the FAQs section on the home page of the website [www.zpen.info](http://www.zpen.info)

In order to access the forms to transfer out benefits the transfer value must be "locked in" online. The forms can then be downloaded and passed to your IFA.

If you are a scheme member who cannot use the website please email the ZPen Team at [zpenteam@uk.zurich.com](mailto:zpenteam@uk.zurich.com) and we will provide the calculations for your IFA

January 2018

TRUSTEENNEWSFLASH