

#1

### Set a budget

Plan ahead, consider your savings and any other investments you might have.



#2

### Give your Employer plenty of notice

Aim for at least three months, so you can enjoy your final days at work.



#3

### Remind your employer to let LPPA know you're retiring

The sooner we know, the sooner we can start putting the wheels in motion.



#4

### Request your lifetime allowance (LTA) figures

If you have any other pensions, already in payment, you'll need your LTA figures from each provider to complete your retirement form.



#5

### Track down any old pension pots

You don't want to miss out on any benefits!



#6

### Fill in your retirement forms sooner rather than later

We'll send you your forms in the post once your employer has confirmed you're going to retire (and your salary details).



#7

### Double check your bank details



This must be a personal or joint account in your name.

#8

### Dig out your birth certificate

We'll need a copy of this, along with your forms, so we know it's definitely you!

Birth Certificate

#9

### Gather together any additional documents

Check your retirement forms for details of what you need.



#10

### Scan (or take photos) of your forms and documents

And use our contact form to send them over.



That's it – you're good to go...

*Life is for Living!*