**Subject:** Your guide to retirement

**Your guide to retirement**

Retiring from work is a big step and it pays to plan ahead. We’ve put together this guide to help you understand the process and answer some key questions relating to your LGPS pension.

1. **How does the retirement process work?**

Now that you’ve notified us about your retirement, you'll receive some forms to complete and a letter from LPPA (your pension scheme administrator) in the next few weeks. [Understand the 5-step process](https://www.lppapensions.co.uk/members/retirement/planning-for-retirement/local-government/?utm_source=MS-Word&utm_medium=Email&utm_campaign=Employer-Toolkit-Retirement-pack&utm_content=LGPS#how)

1. **How long will it take?**

It can vary depending on your situation but typically the retirement process will take at least two months from LPPA being notified. Read our tips on how to make the process smoother.

[Tips on avoiding delays](https://www.lppapensions.co.uk/news-hub/5-top-tips-to-stop-your-pension-getting-delayed/?utm_source=MS-Word&utm_medium=Email&utm_campaign=Employer-Toolkit-Retirement-pack&utm_content=LGPS)

1. **How much will I get?**

LPPA will send you a letter confirming your pension benefits. But you can get an estimate by using the online calculators available in your PensionPoint account.

[Get a pension estimate](https://members.lppapensions.co.uk/?utm_source=MS-Word&utm_medium=Email&utm_campaign=Employer-Toolkit-Retirement-pack&utm_content=LGPS)

1. **Is my pension taxed?**

Like any income, your pension will be taxed, depending on the value of the benefits you receive.

[Find out more](https://www.lppapensions.co.uk/members/pension-finances/understanding-tax-and-your-pension/?utm_source=MS-Word&utm_medium=Email&utm_campaign=Employer-Toolkit-Retirement-pack&utm_content=LGPS)

1. **What if I have an AVC?**

If you have additional voluntary contributions (an AVC), it will delay your first pension payment. This is because your AVC must be withdrawn on or after your retirement date.

[Understand the AVC process](https://www.lppapensions.co.uk/members/retirement/planning-for-retirement/local-government/?utm_source=MS-Word&utm_medium=Email&utm_campaign=Employer-Toolkit-Retirement-pack&utm_content=LGPS#what-if-i-have-an-avc)

1. **Have you registered for your online account?**

Once you have retired, the best way to manage your pension is via PensionPoint – your secure online portal, where you can view your payslips and P60s, update your personal details and nominate beneficiaries. Remember to register with your personal (not workplace) email address or you may miss out on future communications!

[Register for PensionPoint](https://members.lppapensions.co.uk/?utm_source=MS-Word&utm_medium=Email&utm_campaign=Employer-Toolkit-Retirement-pack&utm_content=LGPS)

**Your retirement checklist**

For more tips on how to make the retirement process a little easier, read our retirement check list.

[View retirement checklist](https://www.lppapensions.co.uk/members/retirement/planning-for-retirement/thinking-about-retiring/?utm_source=MS-Word&utm_medium=Email&utm_campaign=Employer-Toolkit-Retirement-pack&utm_content=LGPS)

For more information [view our online retirement guide](https://www.lppapensions.co.uk/members/retirement/planning-for-retirement/local-government/?utm_source=MS-Word&utm_medium=Email&utm_campaign=Employer-Toolkit-Retirement-pack&utm_content=LGPS)

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