

Drawing your deferred pension
**Retirement benefits
and options**

The Airways Pension Scheme (APS)



Drawing your deferred pension

Taking a tax-free lump sum

The maximum lump sum you can take is 25% of the value of your total Scheme benefits on the date you start to draw them – up to your available lump sum allowance (LSA) (see the 'Your lump sum allowance (LSA) and lump sum and death benefit allowance (LSDBA)' section). We show your maximum lump-sum option in your retirement statement.

If you want to take a lump sum (from your AVCs or by exchanging part of your APS pension, or both) your filled-in option form, which is in your enclosed retirement pack, must reach us by the day before your pension payments start. Any late forms will be paid from the next available date.

Important:

You cannot change your mind about the tax-free lump-sum option after you draw your pension.

We will pay any tax-free lump sum straight into your bank account. We will usually send the payment on the first working day following your retirement date. Once we have made the payment, the money will usually be available in your UK bank account within five working days. Payment to an overseas bank may take longer.

If you have AVCs and are retiring before the last day of the month, we can only pay your tax-free lump sum at the end of the month once we know your final AVC balance.

Using your tax-free lump sum

The Finance Act 2004 prevents the 'recycling' of lump-sum payments taken from the Scheme. Recycling would happen if you used a lump sum you received from the Scheme to significantly increase your pension contributions to another pension arrangement. HMRC considers a payment that is more than 30% of your lump sum to be a significant increase. If HMRC considers that you have used a lump sum in this way (either directly or indirectly), you will have to pay income tax of up to 55% of the amount of your lump sum. There will also be another tax charge on the Scheme and, where possible, we will pass this charge on to you. It is important that you do not take any action which HMRC may consider to be a significant increase in contributions to another pension arrangement.

Your pension payments

We quote your pension as a yearly amount, but we will pay one-twelfth of that yearly rate every month for the month that has just passed. We will usually make your first pension payment at the end of the month after the month

in which you start to draw your pension. (For example, if you are drawing your pension from 21 June, we will make your first payment at the end of July, and it will include your pension from 21 June to 31 July.)

We can make payments to a bank account of your choice if the account is in your name. We cannot pay pensions in cash or by cheque.

Pension payslips

We will provide a payslip with your first payment.

The payslip will show your pension reference number and you should quote this in all correspondence with us and your tax office. After that we will provide a payslip only when the net amount (the amount of the payment you receive after any tax and other deductions that apply have been taken) of the payment changes by £1 or more. Your pension payslips are provided on the personal section of our website www.mybapension.com unless you have told us that you want to continue to receive paper communications. To find out how you can register to receive pension communications online see the 'Our website' section.

Living overseas

You can choose to have your pension paid to a UK bank account or anywhere overseas. Overseas payments are sent by our bankers (Bank of New York Mellon) and are automatically converted to the local currency of the bank receiving the payment.

Note: If the Trustee decides at any time that you are not capable of acting on your own behalf, or if you try to borrow against your pension or transfer it to someone else, it has the right to make whatever arrangements it considers appropriate for paying your benefits.



Income tax

When we start to pay your pension it will be taxed under the Pay As You Earn (PAYE) system. Until HMRC tells us the correct tax code to apply to your pension, we will tax it using the UK basic personal allowance (if you have opted out of APS to draw your pension, we must use a tax code of 0T). We will automatically ask HMRC for a tax code as soon as your pension payments start. The tax office will then send us notification of the correct tax code to use (you should also receive a copy of your tax code). We must use the tax code the tax office gives us and we cannot adjust it unless the tax office tells us to, so if you have any questions about your tax code you should send them to:

PAYE
HM Revenue & Customs
BX9 1AS
Phone: 030 0200 3300

Quote your National Insurance number and your tax reference number: 846/BA52.

Living overseas

If you live outside the UK, we will need to use an emergency tax code for your pension payments until HM Revenue & Customs (HMRC) confirms the tax code we should use for your pension. While you are on an emergency tax code, you will get the UK basic personal allowance. If you believe that your pension should not be taxed in the UK, you should contact:

International Debt Office
HM Revenue and Customs
BX9 1QH
UK.
Phone: +44 30 0322 9206
Contact details are regularly reviewed.
Visit www.gov.uk for up-to-date contact details.

Pension increases

Increases before your pension starts

All pensions increase in some way under the rules of your Scheme. The arrangements are as follows: Pensions for all APS (Part 6) and for those APS (Part 5) members who left the Scheme before 1 January 1974 – increases have been added each year since you left the Scheme and the current value of your deferred pension is shown on the enclosed statement. The increases are set out in the Government's yearly Pensions Increase (Review) Orders (PIRO) and apply to any elements of your pension that qualify for yearly

increases under the Scheme Rules. These Orders broadly reflect the increase in the Consumer Prices Index (CPI), but the Secretary of State decides how these are measured and this may change from time to time.

Increases after your pension starts

Pensions for APS (Part 6) and for those APS (Part 5) members who left the Scheme before 1 January 1974 (including any extra pension you buy with severance or redundancy pay) are usually increased each year. We will provide a statement at the end of April each year with full details of the increase that will apply to your pension. The increases will generally be in line with PIRO (described above) and apply to any elements of your pension that qualify for yearly increases under the Scheme Rules.

Additional increases

The APS Trustee has a power to pay additional, discretionary increases on top of those set out in the Pensions Increase (Review) Orders if, after taking professional advice, it agrees this is appropriate.

If your pension includes a GMP (see the 'Your Guaranteed Minimum Pension (GMP)' section), this will affect how your pension increases are worked out once you reach age 65 (men) or age 60 (women).

APS (Part 5) members who left the Scheme after 1 January 1974 – basic Scheme increases do not apply to your pension. However, there are some adjustments that do apply by law. These will depend on when you left the Scheme, but any amounts that apply have been included in the figures shown on your statement.



Additional voluntary contributions (AVCs)

When you draw your deferred pension, there are several AVC options to choose from. You can:

- A. take your AVCs as part of your tax-free lump sum from the Scheme;
- B. use some or all of your AVCs to buy an AVC pension through the Scheme, called an 'annuity';
- C. buy an annuity from a different pension arrangement of your choice instead of through the Scheme (this is called the 'open market' option);
- D. choose to transfer some or all of your AVCs to a different pension provider; or
- E. leave your AVCs invested in the Scheme and draw them later.

(A) Taking your AVCs as part of your tax-free lump sum from the Scheme

Important:

Your AVC balance shown in your retirement statement is not guaranteed. Your final AVC balance could be higher, or lower, on the date you draw your pension benefits.

When working out the maximum lump sum you can take, we usually assume that you will take your AVC fund before exchanging any of your pension for a tax-free lump sum. This is because currently, in most cases, you can take your whole AVC balance as a tax-free lump sum up to this limit.

If you take a tax-free lump sum, we will work out your final lump-sum entitlement at the end of the month in which you draw your deferred pension (when your final AVC balance is known).

If your pension payments start from the end of a month, we will usually pay your tax-free lump sum on the following working day.

(B) Using some or all of your AVCs to buy an annuity

You can buy a regular income (an 'annuity'), either when you draw your deferred pension or later. If you decide to use any of your AVCs to buy an annuity, the following applies.

As an APS member – you can buy an annuity, either from APS or from a different pension arrangement of your choice.

(C) Buying an annuity from a different pension arrangement of your choice (the 'open market option')

If you decide to use your AVC fund to provide a regular income, you have the right to use it to buy an annuity, at a current market rate, from a different pension provider of your choice. Here are some important facts you should bear in mind if you choose to arrange an annuity yourself.

- We will not take any charges or deductions from your AVC fund if you choose the open market option, but your chosen pension provider may charge you.
- If you use a financial adviser, you may have to pay fees or commission.
- You should make sure that any annuity you choose meets your needs.

If you choose to buy an annuity yourself using the open market option, we will need to see the annuity application forms and full details of your annuity provider so that we can pay your AVC fund direct to your chosen provider.

(D) Transferring some or all of your AVCs to a different pension provider

You may choose to transfer some or all of your AVCs to a different pension arrangement. We explain this further in the 'Transferring your benefits out of the Scheme' section.

(E) Leaving your whole AVC fund invested in the Scheme to draw later

You can choose to delay taking some or all of your AVCs until after you have drawn your deferred pension. If you leave your whole AVC fund invested, your account balance will stay invested in the same investment choices that applied when you drew your pension. If you choose to take some of your AVCs as a tax-free lump sum, your remaining AVC fund will be transferred to the equity biased fund (EBF) on the 1st of the month following your pension start date. We will continue to provide yearly statements and you can continue to change your investment choices at any time by filling in an AVC investment switch form, which is available from our website. We must receive your form by the 20th of the month for your choices to take effect from the 1st of the following month.

If you decide to draw your AVC benefits from the Scheme, you can usually take a tax-free lump sum of up to:

- 25% of the value of your AVCs; or
- your remaining available LSA;

whichever is lower. You can then use the remaining AVCs to buy an annuity (described in option (B) or (C) above).

Or, you can choose to transfer some or all of your AVC fund to another approved pension arrangement (see the 'Your right to transfer your benefits out of the Scheme' section).

(F) If you die before drawing your AVCs

If you die after we have started to pay your main Scheme pension, but you have not yet drawn some or all of your AVCs, the AVCs can be used to buy a pension (annuity) for your husband, wife or civil partner.

If you do not have a husband, wife or civil partner, we will pay your AVC account to your estate as a lump-sum death benefit. In this situation, your legal personal representative would need to check whether the lump sum would fit within your remaining lump sum and death benefit allowance (LSDBA).

If a lump-sum death benefit is due from the Scheme and you die after age 75, the person (or people) receiving the lump sum will also pay income tax on it.

Your lump sum allowance (LSA) and lump sum and death benefit allowance (LSDBA)

All members of UK-registered pension schemes have an LSA and an LSDBA. The combined value of your lump-sum entitlements from all the UK-registered pension arrangements you belong to is compared against your available LSA and LSDBA that apply in the year you draw your pension.

The LSA limits the total amount of tax-free lump sums that you will be able to receive (from the Scheme and any other pension arrangements). You will have to pay tax on the amount of any lump sums you receive that take the total amount you have received in lump-sum payments over the LSA.

The LSDBA limits the total amount of tax-free benefits that will be paid to you if you receive a serious ill health lump sum or to your beneficiaries if you die. Tax will be due on any amounts paid that take the total amount you or your beneficiaries have received in lump-sum payments over the LSDBA.

When you draw your APS pension we need to check how much can be paid as a tax-free lump sum within your LSA and LSDBA. To do this we will need to take account of any pension benefits you have already received as lump sums from other UK-registered schemes (as they will have used up some of your LSA or LSDBA).

We have included an LSA declaration form with your retirement pack to help you give us this information.

We do not need details of any pension benefits you have not yet drawn, or any State Pension, widow's, widower's or dependant's pensions you receive.

All of your LSA will usually be available when you draw your first pension benefit. If you then draw a second pension benefit, we will need to take account of the value of any lump sum you received from the first pension when assessing your LSA and LSDBA at that time.

If you claimed any protection relating to the lifetime allowance (which applied before 6 April 2024), you may have a protected right to a higher LSA and LSDBA. Some people may also benefit from an enhancement factor which can increase their LSDBA by not taking account of some lump sums in certain circumstances (for example, lump sums relating to pension credits after divorce or pension benefits you built up while living abroad or have transferred in to the Scheme from an overseas pension which you did not receive UK tax relief on). You should ask a financial adviser for advice if you think this may apply to you.

If you are drawing more than one pension benefit on the same day, you will need to decide which pension should be assessed against your LSA and LSDBA first so that we, and your other pension providers, know what information to give you. [You will also need to give us the name and address of your other pension providers, your reference numbers and the date you will be drawing your other pension benefits.]

You are responsible for giving us accurate and complete information about any lump-sum benefits you have already received. If you do not give us full and correct details of those pension benefits, you may have to pay tax on all your pension benefits and HMRC may fine you.

Transitional tax-free amount certificate

If you drew any pension from the Scheme or any other pension arrangement before 6 April 2024, when calculating your LSA we must take account of 25% of the lifetime allowance which you used. For most people, this standard calculation will be accurate and will reflect the amount of tax-free lump sum already taken.

However, if you took less than the maximum tax-free lump sum when you drew benefits before 6 April 2024, you can apply for a 'transitional tax-free amount certificate' from the Scheme or any other relevant pension arrangement. The certificate will adjust the calculation to reflect the correct

amount of LSA available. The new rules do not allow a transactional tax-free amount certificate to be given up once granted. This means that if you are better off under the standard calculation but you applied for and received a transitional certificate, you could be in a worse position. You should ask a financial adviser for advice if you are not sure whether to apply for a certificate.

Tax-free lump sum

You can normally take a lump sum from the Scheme of up to 25% of the value of your benefits on the date you draw them (or up to the amount of your remaining LSA if you have already drawn benefits from another scheme).

If you have already received a tax-free lump sum from another UK-registered scheme, the maximum tax-free lump sum shown in your statement may need to be reduced. This is to make sure that it is not more than your remaining LSA after your previous pension benefits have been accounted for. We will confirm any reduction once you have told us about any other pensions you are already receiving.

The annual allowance (AA)

HM Revenue & Customs has currently set the AA at £60,000 a year. The AA does not generally apply to deferred pensions, but if you left the Scheme and are drawing your pension within the same year (each AA assessment runs from 6 April to the following 5 April), the APS pension built up between 6 April and the date you left the Scheme will need to be included in your AA assessment.

You can check your annual allowance by using HMRC's online calculator on the HMRC website at www.tax.service.gov.uk/paac

Money-purchase annual allowance £10,000 limit

If you receive any benefits from another pension arrangement under the Government's defined contribution (DC) flexibility rules (see section 9), an annual allowance of £10,000 a year will apply to any future DC pension savings you make. If you make DC pension savings over the money-purchase annual allowance, you will have to pay an annual allowance charge on any savings over £10,000, and the annual allowance for any defined benefit pension scheme savings will reduce to £50,000 a year.

You can find more information about the AA on our website [click on 'Annual Allowance' in the glossary].

Your Guaranteed Minimum Pension (GMP)

Everyone who has been a member of APS at any time between 6 April 1978 and 5 April 1997 (except married women or widows who paid a special reduced rate of National Insurance contributions) will have a GMP. Your GMP is the minimum amount of pension the Scheme must pay you from age 60 (women) or age 65 (men) or set aside and increase if you choose to draw your main Scheme pension later than this.

The GMP forms part of your main Scheme pension and can affect your pension in the following ways.

- Certain options under the Scheme may not be available to you because of the need to provide you with a pension of at least the GMP amount. If this affects you, we will tell you when we write to you about your options.
- Once you reach age 60 (women) or age 65 (men), and begin receiving your pension, there is a change to the amount of pension your Scheme increases.

For members who reached their State Pension age before 6 April 2016:

Once your pension is being paid, when you reach age 60 (women) or age 65 (men), the Scheme stops paying increases to your GMP which built up before 5 April 1988. Instead, the Government takes over paying the increases to this portion of your GMP and it pays these increases with your State Pension. The Scheme continues to increase your GMP which built up from 6 April 1988 to 5 April 1997 by the rate stated in the Government's GMP increase orders each year, or 3%, whichever is lower. If your State Pension age is later than age 60 (women) or age 65 (men), there will be a period during which your GMP does not receive any increases from the Scheme or the Government.

For members who reached their State Pension age on or after 6 April 2016:

Once your pension is being paid, when you reach age 60 (women) or age 65 (men), the Scheme stops paying increases to your GMP which built up before 5 April 1988. The Scheme continues to increase your GMP which built up from 6 April 1988 to 5 April 1997 by the rate stated in the Government's GMP increase orders each year, or 3%, whichever is lower. If you live outside the UK, the Government might not increase your State Pension benefits.

You can check your State Pension age at <https://www.gov.uk/check-state-pension>

Benefits we will pay when you die

We will pay various survivors' benefits when you die, depending on your circumstances at that time and whether you have paid the relevant pension contributions towards the adult survivor's pension cover. Your beneficiaries will have to pay tax on any lump-sum death benefits they receive that are not covered by your remaining LSDBA.

Your retirement pack confirms the adult survivor's pension you have built up and our website includes more detailed information about this and other benefits, such as allowances for dependent children. If you die before you have drawn all of your AVCs, how these are paid out will depend on your age and circumstances at that time. This is fully explained in the 'Additional voluntary contributions (AVCs)' section.

Important: Limits on survivors' pensions

If you die on or after your 75th birthday, the total of any pensions we will pay to your survivors must not be more than the pension we are paying to you on the date of your death, otherwise we must reduce the pensions for your dependants to that level.

When making your decision about your pension options you will need to remember this limit, especially if you will be reducing your own pension by drawing it before your normal retirement date or exchanging some of your pension for a tax-free lump sum, or both. If you think that you may live to be older than age 75 and you want to avoid

limiting any survivors' pensions, after taking any tax-free lump sum, the pension you have left must be higher than the total of the survivors' pensions you think may be due when you die. Survivors' pensions are shown in your statement.

Letting us know about your death

When you die, it is very important that a family member or another representative contacts our Member Services team as soon as possible. We will then be able to guide them through the necessary arrangements to make sure that we pay any death benefits without delay. They can phone the team on 020 8538 2100, or use the 'Death notification form' on the 'Forms' page of our website.

You may want to send us your original birth certificate, your husband's, wife's or partner's original birth certificate and any marriage or civil partnership certificate beforehand. We return all original certificates to UK addresses by Royal Mail recorded delivery.

Transferring your benefits out of the Scheme

A pension transfer from a defined benefit (DB) pension scheme such as APS means giving up your own benefits in the Scheme (and any dependants' benefits you have paid towards) in return for a cash value which is invested in another pension scheme of your choice. At any time before you start to draw your pension, you can ask us to transfer the value of your benefits to another registered pension arrangement. This value of your benefits is called a 'Cash Equivalent Transfer Value' or CETV.

People with Defined Contribution (DC) benefits now have greater flexibility on how they access their pension savings from age 55. AVCs you have paid into the Scheme are DC benefits, but you will have to transfer your AVCs out of the Scheme to one or more different pension providers to access them under the Government's flexible access rules. You can choose to transfer just your AVCs out of the Scheme or you may choose to transfer your main Scheme pension out as well. Before transferring benefits out of the Scheme, you should get free guidance from Pension Wise (www.pensionwise.gov.uk) to make sure any new arrangements meet your needs and that you fully understand how this will affect any tax you have to pay. You will have to show that you have taken financial advice from an FCA-regulated financial adviser if the amount you want to transfer from your main Scheme pension is £30,000 or more. If you decide to transfer your Scheme pension to another provider, you will lose all other Scheme benefits (including pensions for adult survivors and dependent children).



The four main options offered by different pension providers under the flexible access rules are:

- an annuity;
- flexi-access drawdown (taking a tax-free lump sum from your pension pot but moving the rest into one or more funds that allow you to take a taxable income at times to suit you);
- taking a number of cash sums at different stages; or
- taking the whole pension fund as a single cash lump sum.

The money advice leaflet 'Your pension: it's time to choose' explains the features of these options. Visit www.moneyhelper.org.uk/en/pensions-and-retirement

By law, the Trustee must pay transfer values that are at least as much as the best estimate of the cost of providing your benefits within the Scheme. Transfer values must take account of the Scheme's investment strategy and are adjusted each month to reflect changes in investment conditions. The transfer value includes an allowance for the value of your dependants' benefits, whereas the tax-free lump-sum option under the Scheme is produced only by exchanging part of your own pension and does not take account of any dependants' benefits you have built up.

The amount of tax-free lump sum provided by exchanging £1 a year of your pension (the Scheme's tax-free lump-sum option) is set by the Scheme's actuary. In the past, the terms for this have been set to remain relatively stable to help members to plan for their retirement, and are not adjusted monthly to reflect changes in investment conditions. The factors that are used to work out Scheme options, including transfer values, are reviewed by the Trustee and the Scheme's actuary from time to time, usually at least every three years. Although larger tax-free lump sums may appear attractive, if you are considering transferring your benefits you should consider this decision very carefully. Use the Pension Wise guidance service and read the Pensions Regulator's 'retirement risk warnings' mentioned above. You should get financial advice before making your decision, as discussed above (and in the 'Further information and help' section).

Pension transfers: what you need to know

Your APS pension remains a safe, long-term investment for your retirement, and transferring it is a serious decision which needs careful consideration.

Be careful if anyone approaches you direct to offer you transfer advice. The Government has banned cold-calling

for pensions, so if anyone calls you out of the blue about yours, just hang up as it could be a scam. You can also visit the ScamSmart website at www.fca.org.uk/scamsmart to check if a firm is regulated and to see whether what they are offering is a known scam or has the signs of a scam.

With a DB pension, you'll know beforehand the benefits you'll get when you retire (including how much you get paid each month). With a DC pension, your benefits will depend on the performance of investments and the level of contributions made by you and your employer before you retire.

By law, you have the right to 'transfer' your pension. However, in most cases, transferring out of a DB pension scheme into a different type of pension arrangement is unlikely to be in your best interests in the long term as you will no longer be able to predict your retirement income. You will also give up the protection that is offered by the Pension Protection Fund (PPF) in case your employer becomes insolvent.

It is really important that you get guidance or advice before making a decision. The Pensions Advisory Service (TPAS) is part of the Money and Pensions Service. It offers free specialist guidance on pensions and will help answer any questions you may have. By law, if your transfer value is more than £30,000, before you can transfer your benefits to a DC pension scheme you must get advice from a suitably qualified financial adviser who is regulated by the Financial Conduct Authority (FCA). Take your time to make all the necessary checks. You can find suggested questions to ask your adviser on the FCA's website at www.fca.org.uk/consumers



Further information and help

BA Pensions

If you are not sure what information you need to provide, or you need help with any of your pension options, our Member Services team will be pleased to help you.

HM Revenue & Customs

You can get detailed information on the rules that apply to pensions from the HMRC website at www.gov.uk/hmrc-internal-manuals/pensions-tax-manual [click on 'Member Pages'].

Financial advice

We are not licensed to give financial advice. If you need help with your lifetime allowance or your annual allowance, or advice about the DC flexibility options, you should arrange to see a qualified independent financial adviser (IFA). To find a financial adviser or financial planner, you can contact one of the following organisations.

There are several approved websites where you can find details of independent financial advisers in your area: www.findanadviser.org, www.unbiased.co.uk or www.vouchedfor.co.uk.

Personal Finance Society

Phone : 020 8530 0852

Website: www.thepfs.org

Institute of Financial Planning

Phone : 011 7945 2470

Website: www.financialplanning.cisi.org/cisiweb2/wayfinder/home

The following organisations also offer help and advice about pensions.

Money & Pensions Service (MPS)

Money & Pensions Service is an independent, non-profit organisation that provides free information, advice and guidance about pensions.

Phone: 0800 011 3797

Website: www.maps.org.uk

The Financial Conduct Authority (FCA)

The FCA is the independent body that regulates the financial services industry in the UK. It also publishes a wide range of consumer information about financial products and services.

Phone: 080 0111 6768

Email: consumer.queries@fca.org.uk

Website: www.fca.org.uk



Our website

Our member website www.mybapension.com contains useful information about your pension options and keeps you up to date with latest Scheme news.

Manage your APS pension online

We will provide your yearly pension increase letters, P60 certificates and pension payslips securely on the personal section of the website instead of sending them to you in the post, unless you have told us that you want to continue to receive paper communications.

If you have registered for online communications, you can tell us about address changes online rather than by post.

If you can't remember the password you created when you originally registered on the website, you can click on the 'Forgotten your password' link on the log-in screen and follow the on-screen instructions.

If you have not yet registered for online communications, it's easy to do. Visit our website, click on 'Register' and follow the on-screen instructions. Please call our Member Services team on 020 8538 2100 if you need any help.

Our service standards

We aim to provide an excellent service. The Trustee has agreed turnaround times with us for each type of work that we carry out, and we aim to carry out our work accurately and deal with Scheme members in a courteous way.

If you feel we have not met the standards you would expect, please let us know as soon as possible so that we can try to put the matter right. You might like to write to our Head of Member Services, who will help you.

If you have a complaint

If you want to make a formal complaint (that is, a specific complaint about your rights, benefits or entitlements from your pension scheme rather than a general enquiry or comment), you are entitled to use your Scheme's internal disputes resolution (IDR) procedure. We are happy to send you a copy of the IDR procedure if you ask for one.

Staff travel

If you have any questions about reduced-rate travel, please contact British Airways Staff Travel by email. The Pensions team cannot deal with these enquiries.

The email address for British Airways Staff Travel is former.staff@ba.com

Our contact details:

British Airways Pensions
PO Box 2074
8 Castle Street
Liverpool
L69 2YL

Phone: +44 (0)20 8538 2100

Contact us through our website:

www.mybapension.com

August 2024

