Dear colleague,

As you have requested to claim your NHS Pension Scheme benefits from the NHS Pension Scheme, I have included information below on the process of applying for your pension benefits, and the retirement options available.

To make sure you are fully informed about your application for claiming your benefits, please ensure that you have read and understood the [NHS Pensions retirement guide](https://www.nhsbsa.nhs.uk/sites/default/files/2023-03/NHSPensions_RetirementGuide_%28V26%29_202303.pdf), the [partial retirement guidance](https://www.nhsbsa.nhs.uk/member-hub/partial-retirement), and the [flexible retirement information](https://www.nhsbsa.nhs.uk/member-hub/your-options-flexible-retirement) on the NHSBSA website.

The three main options are:

* **Fully claiming benefits and not returning to employment -** this means that you are claiming your benefits in full and do not plan on returning to any employment.
* **Partial retirement -** this means that you are claiming your NHS Pension Scheme benefits and continue working with no break in your employment.
* **Retire and return -** this means that you are claiming your benefits taking a break from employment as agreed by your employer and returning to work. This could be in the same or different role.

**Deadline for submission**

Please ensure that your AW8 application form is returned to HR/payroll or the Pensions Administrator with plenty of notice, as NHS Pensions require your completed application to be submitted at least 3 months before your payable retirement date. This is to ensure that you will receive your pension payment on time.

If you have any queries, you can contact the HR/payroll or Pensions Administrator, or contact NHS Pensions at [nhsbsa.pensionsmember@nhsbsa.nhs.uk](mailto:nhsbsa.pensionsmember@nhsbsa.nhs.uk).