



Wincanton

The Wincanton plc Pension Scheme

Pension Summary Guide





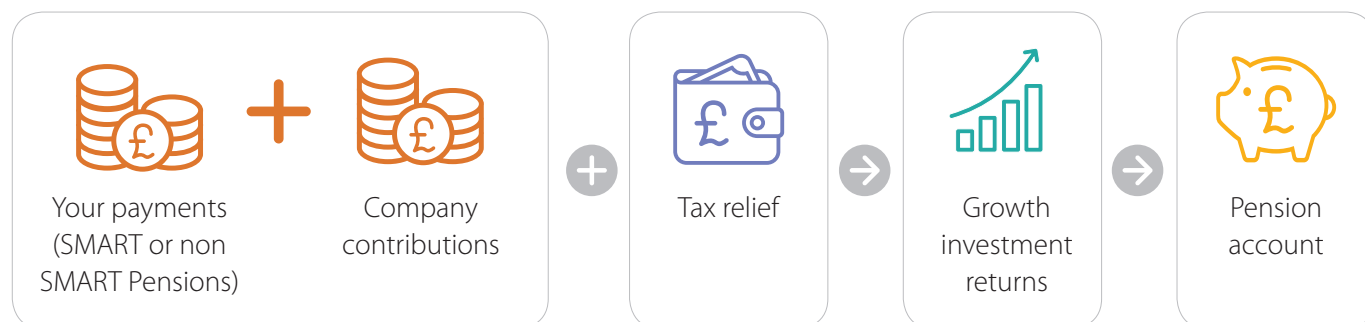
Introduction to this Guide

Wincanton is committed to ensuring that all colleagues understand the benefits that are offered. In particular feedback has highlighted that you would like to understand more about our pension scheme, so we have produced this guide which we hope is clear, simple and straightforward. It also provides useful links to various other sources of information.

How does the Wincanton pension scheme work?

As a member of the Wincanton pension scheme you have a pension savings account. In addition to your pension payments (also referred to as contributions), Wincanton also makes valuable pension payments on your behalf. As an extra incentive, the Government provides tax relief to help workers save for their retirement.

All of these payments are invested in your pension account, as set out below:

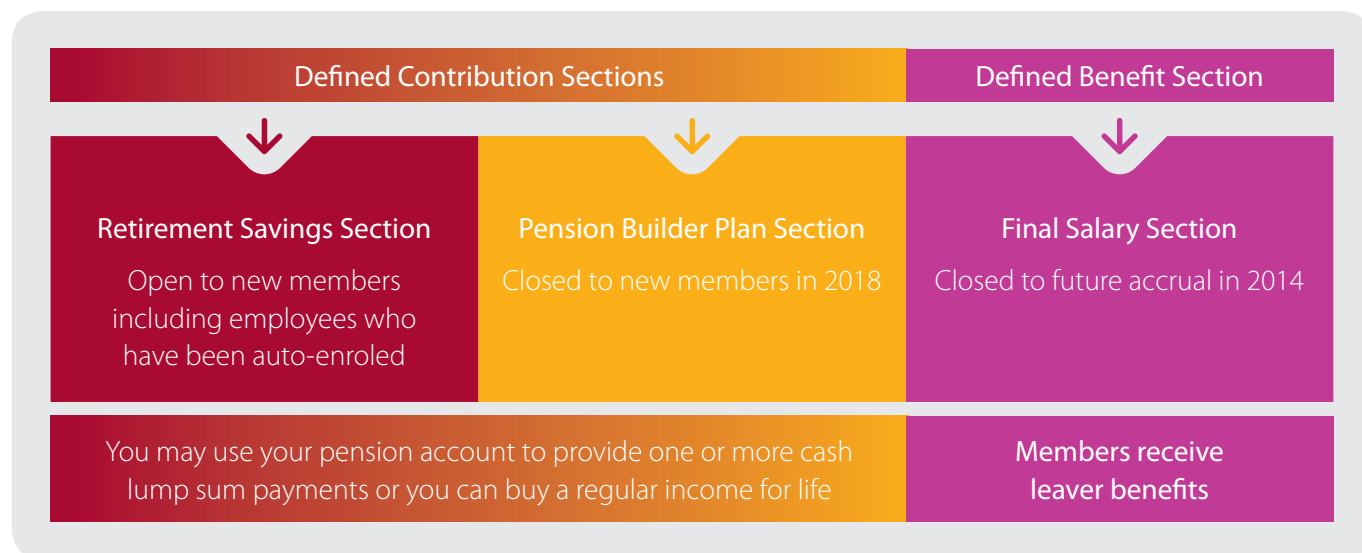


This leaflet is intended to explain in simple terms how the Wincanton pension scheme works, the impact of auto-enrolment and an overview of the SMART pension arrangement. It is based on the rules of the scheme and wider legislation as at the time of writing. It is not intended to override and should be read in conjunction with the documentation and law governing the scheme (as amended from time to time), further details of which can be obtained by contacting Capita.



The Wincanton Pension Scheme

Wincanton's current pension scheme started in 2001 and is managed by a board of trustee directors. Our Scheme is diverse in order to meet the needs of Wincanton employees and the many operating contracts it has. The Scheme has three main sections:



Joining

What is Pension Auto-Enrolment

Companies are required, by law, to automatically enrol eligible employees into a 'qualifying' pension scheme. This is known as 'auto-enrolment'.

Wincanton offers a qualifying pension scheme (formally known as the 'Wincanton plc Pension Scheme') which meets the minimum standards set out by the Government.



You can find out more by visiting:

www.wincantonpensions.co.uk/financial-education/what-is-auto-enrolment

What is Pension Auto Re-Enrolment?

You can choose to opt out of the Wincanton Pension Scheme but the law requires that companies must auto-enrol you back into a pension scheme at a later date (if you remain eligible). This is known as 're-enrolment' and occurs approximately every three years. You should think carefully before opting-out of the pension scheme.

Pension Scheme

A useful place to learn more about the Wincanton Pension Scheme is the Scheme website www.wincantonpensions.co.uk

Key legislation

Every employer in the UK has to be compliant with the following three key pieces of legislation:

- **Pension Act 2008 and in particular the Auto-Enrolment requirements** – you will find more information about auto enrolment below
- **Optional Remuneration Arrangements (Finance Act 2017 (No. 2))** – this legislation sets out the taxation of benefits that are provided through salary sacrifice arrangements
- **National Living Wage and National Minimum Wage Act 1998** – this legislation sets out the lowest wage that employers can legally pay their workers

It is important that Wincanton remains compliant with the different legislations that contribute to good employment, promote saving for retirement and ensure compliance with the National Living Wage.



Paying in

What am I required to pay into the Wincanton Pension Scheme?

Under current auto-enrolment law, a total minimum amount of contributions must be paid into your pension account, of 8% of your qualifying earnings. Wincanton must pay a minimum of 3% and you are required to make up the difference (i.e. 5%). At Wincanton, there are many variations of contribution percentages due to the number of operating contracts it has and also customer requirements.

How do I make payments into the Wincanton Pension Scheme?

We have two key methods for paying pension contributions into the Scheme.

SMART Pensions payment



Employee's exchanged salary and employer's pension contributions



Your Pensions account

SMART Pensions is simply an efficient way of making pension contributions via salary sacrifice. SMART Pensions is a salary sacrifice scheme whereby you give up part of your salary and, in return, your employer makes an equivalent payment into your pension account on your behalf. SMART Pensions (like other salary sacrifice arrangements that we offer such as childcare vouchers and cycle 2 work) reduces the amount of National Insurance contributions you pay. The Company also pays lower National Insurance contributions and this helps offset the costs of providing other benefits to colleagues.

SMART pensions **does not** affect the amount of pension that you build up.

Non SMART Pensions payment



Your pension contributions

Employer's pension contributions



Your Pensions account

If you do not meet the requirements for salary sacrifice, we will use **Non SMART Pensions**. You will still remain a member of the Wincanton Pension Scheme and pay pension contributions deducted from your gross pay.

You and the Company will pay National Insurance contributions on your gross pay. When you make pension contributions, this amount is then taken from your pay after National Insurance contributions have been deducted. The amount paid into your pension account will not change and you still benefit from tax-relief on your pension contributions.

Am I eligible to participate in SMART Pensions?

If you are eligible to participate in SMART Pensions, then you will automatically be in SMART Pensions – so you do not need to do anything. However, if your salary is at, or close to, the National Minimum Wage or National Living Wage, you will not be able to participate in SMART Pensions as the Company cannot reduce your contractual hourly rate below this threshold.

We will therefore check that you receive sufficient pay in each pay period to be able to be included in SMART Pensions. The formula we will use to do this is the National Living Wage or National Minimum Wage PLUS the statutory auto-enrolment employee pension contribution (currently 5%).

We continually monitor each pay run and are required by law to pay you the National Living Wage or National Minimum Wage. In order to comply with this legislation we may need to automatically opt you out of SMART Pensions. Under this scenario, you will still remain a member of the Wincanton Pension Scheme and pay pension contributions deducted from your gross pay (via Non SMART Pensions).

You can find a handy calculator on the Scheme website that shows you how much money is invested in your pension account each month and how much tax and national savings you will make.

How much could I save by participating in SMART Pensions?

Most people will save by participating in SMART Pensions because you will be paying less National Insurance contributions, allowing you to keep more of your take-home pay. The exact saving you make will depend on how much you are paid and the level of pension contributions you make.

Are there any circumstances when SMART Pensions may not be right for me?

Entitlement to some State benefits, such as the basic State Pension, Statutory Sick Pay, Incapacity Benefit and Job Seekers Allowance are based on the amount of National Insurance that has been paid.

Provided you continue to earn more than the Primary Earnings Threshold, currently £8,632 a year, on a regular basis whilst paying via SMART Pensions, your entitlement to these benefits should not be affected. If you have any concerns as to how your participation in SMART Pensions might affect your benefit entitlement, you should seek independent advice.

Can I choose not to participate in SMART Pensions?

If you don't want to participate in SMART Pensions, you can simply complete and return a salary sacrifice opt-out form. Please contact the Employee Shared Service (ESS) team to request an opt out form. If you do opt out of SMART Pensions your pension scheme membership will continue and pension contributions will be deducted from your gross salary. Once opted out, you may only opt back in if either a lifestyle event significantly alters your financial situation or at the next 6 April. You will need to apply to ESS to re-join SMART Pensions.



How does SMART Pensions appear on my pay slip?

The following pay slip is for a monthly paid employee earning £18,000 per annum and contributing 5% pension contributions (via SMART Pensions). The Company is contributing 3%. 2019/20 rates and thresholds have been used for income tax and National Insurance Contributions purposes.

Payments		Deductions		This period
Reference salary	1,500.00	Tax	81.78	
SMART Pensions	-49.43*	NI	87.75 [†]	
				Year-to-date
Payments	1,450.57	Deductions	169.53	
Company Pension contribution				
29.67*				
				NET PAY
				1,281.04

In this pay period, the employee receives **£79.10 (£29.67 + £49.43)*** into their pension account and also saves **£5.93[†]** in National Insurance contributions by paying pension contributions via SMART Pensions.

What do I get at retirement?

Your retirement income is made up of the State Pension, a workplace pension (such as the Wincanton Pension Scheme) or a private pension, plus any additional savings you may have.

You can choose when to retire from the Wincanton Pension Scheme – at any time from age 55. You have choices about how you can take your pension account. At retirement, you may use your pension account to provide one or more cash lump sum payments or you can buy an insurance policy that provides a regular income for life.

Where can I get help?

To help you make the right choices, the Government set up the Money & Pensions Service. This service is free to use and impartial providing lots of information, not just about pensions but also other financial matters including debt. It ensures that people have guidance and access to the information they need to make good financial decisions over their lifetime.

The Money & Pensions Service can be contacted by calling **01159 659570** or go to www.moneyandpensionservice.org.uk



Frequently asked questions

What contributions should I make?

As a member of the Wincanton Pension Scheme, there is a minimum pension contribution required to be paid from both yourself and Wincanton, in-line with auto-enrolment legislation. Beyond this, additional contributions can be paid. Please refer to www.wincantonpensions.co.uk/financial-education/choosing-and-monitoring-your-contributions for more information.

Are there any maximum limits to how much I can contribute?

There is no cap on the amount of contributions you make but there are limits on how much will attract tax relief. These limits apply both over a lifetime (Lifetime Allowance), and, per tax year (Annual Allowance). More information can be found at www.gov.uk/tax-on-your-private-pension

Are there any other benefits of being a member of the Wincanton Pension Scheme?

Yes. Should you die before retirement, your beneficiaries will receive the value of your pension account as a cash lump sum. In addition, should you die whilst still employed by Wincanton, a further cash lump sum is payable (the amount is dependent on which section of the Wincanton Pension Scheme you are in).

You can nominate your beneficiaries who you would like to be considered as recipient(s) of your death benefits by completing a Nomination of Beneficiary form. It is very important that you keep the Scheme informed of your wishes by updating this information especially should your circumstances change, for example, you may get married or have children. You can download a form from the Scheme website, and we have included a copy at the back of this guide.

Where is my pension account invested?

The Trustee has appointed BlackRock and Legal & General as investment managers. You have a choice as to how to invest your funds and if you do not choose any funds, your contributions will be automatically invested in a default fund. Further details can be found on the Scheme website: www.wincantonpensions.co.uk/financial-education/selecting-and-monitoring-investment-funds

Will SMART Pensions affect any benefits I get from the State?

Entitlement to some State benefits, such as the State Pension, Statutory Sick Pay, Incapacity Benefit and Job Seekers Allowance are based on the amount of National Insurance that has been paid.

Provided you continue to earn more than the Primary Earnings Threshold, currently around £8,632 a year, on a regular basis whilst paying contributions via SMART Pensions, your entitlement to these benefits should not be affected. If you have any concerns as to how your participation in SMART Pensions might affect your benefit entitlement, you should seek independent advice.

Would SMART Pensions affect my income tax position?

There would be no change to your UK tax position as a result of participating in SMART Pensions.

Security of your Personal Information

We need to hold information about you so that we can pay the benefits that are due to you (or to your beneficiaries following your death) so it is extremely important to inform the Wincanton Pension Scheme and Wincanton (where appropriate) if your personal details change.

In preparation for the EU General Data Protection Regulation (or 'GDPR'), the Trustee of the Wincanton Pension Scheme and Wincanton reviewed its controls and those of its suppliers that hold information about you. The Trustee and the Company are satisfied that the controls in place meet the GDPR requirements.

What will my payslip look like if I am earning the National Living Wage?

Weekly and Lunar Pay slips

The pay slips show an employee aged 25 or older receiving the National Living Wage, working 40 hours per week and contributing 5% pension contributions (via Non SMART Pensions). The Company is paying 3%. 2019/20 rates and thresholds have been used for income tax and National Insurance Contributions.

Weekly pay

Payments		Deductions		This period
Reference salary	328.40	Tax (1250L)	15.50	
		NI	19.49	
		Pension	10.52	
				Year-to-date
Payments	328.40	Deductions	45.51	
Employer Pension contribution	6.31			
				NET PAY
				282.89

Lunar pay

Payments		Deductions		This period
Reference salary	1313.60	Tax (1250L)	62.00	
		NI	77.95	
		Pension	42.08	
				Year-to-date
Payments	1,313.60	Deductions	182.03	
Employer Pension contribution	25.25			
				NET PAY
				1131.57

Other useful resources

General pension information in the UK
www.moneyandpensionsservice.org.uk

Tax Credit Helpline

For more information about whether **SMART Pensions** would affect your tax credits, please call **0345 300 3900** between 8am and 8pm.

State Pension Advice Helpline

The State Pension is a regular payment from the government that you can claim when you reach State Pension age. The amount you receive is based on your National Insurance record. In 2019/20 the full rate of State Pension is £168.60 a week, that works out at around £8,800 a year – but not everyone will get the same amount.

Visit www.gov.uk/check-state-pension to find out what you could receive. To check when your State Pension age is please visit www.gov.uk/state-pension-age

Independent financial advice

Because Wincanton, the Trustee and Capita are all prevented by law from giving you advice, you may find it helpful to talk to an IFA.

You can obtain a list of IFAs in your area from the IFA Consumer Helpline on **0800 023 6868** or visit www.unbiased.co.uk. You may be charged a fee for any advice you receive.

How do I get more information?

If you have any further questions about the Wincanton Pension Scheme, please visit the Scheme website or contact the Administrators, Capita.

Don't forget you can keep up to date with your pension account using online access via the website.

www.wincantonpensions.co.uk

Tel. **0345 122 2032**

Email: wincantonpensions@capita.co.uk



Wincanton plc Pension Scheme

Nomination of beneficiary form

Is your Nomination of beneficiary form up to date? You can nominate your beneficiaries to receive death benefits by completing this form.

Forenames			
Surname		Date of birth	
Forenames		National Insurance number	

I would like the following to be considered for payments in the event of my death. I understand that the Trustee is not bound by this request and I cannot direct the Trustee to pay the benefit in any way other than at the Trustee's complete discretion. This form supersedes any earlier nomination made by me.

Full name and addresses of person or people chosen	Relationship to you (optional)	Percentage you would like the beneficiary to receive
Name:		
Address:		
Postcode:		
Name:		
Address:		
Postcode:		
Name:		
Address:		
Postcode:		
Name:		
Address:		
Postcode:		
		Total 100%

Your privacy

Wincanton Pension Scheme Trustees Limited, as Trustee of the Scheme, will use your personal information on this form to (amongst other reasons) pay benefits and administer the Scheme. We share personal information with third parties such as Capita, to help us administer the Scheme, and to other suppliers of services to us. For more detailed information on how we use and disclose personal information, the protections we apply, the legal bases for our use of personal information and your data protection rights under the General Data Protection Regulation, visit www.wincantonpensions.co.uk to view our privacy notice. If you would like a copy of the privacy notice to be sent to you, please contact Capita on 0345 122 2032.

I acknowledge that I have been informed how the Trustee will use my personal information. I consent to the processing of the information given above to assist the Scheme with locating my nominee(s) and assessing their eligibility to receive benefits. I also agree to obtain my nominee(s)' express consent to the Scheme's use of the above information for this purpose. I acknowledge that this consent can be withdrawn at any time and agree to inform my nominee(s) of the same.

Your Signature Date

Return your signed form to **Wincanton plc Pension Scheme, Capita, PO Box 555, Stead House, Darlington, DL1 9YT** or by email to **wincantonpensions@capita.co.uk**



Finally, Wincanton is always interested in your feedback and how we can make things simpler – please send your feedback to pensionsfeedback@wincanton.co.uk.