



# Counting down to retirement?

Find out how you can prepare  
and what you need to do





Once you're ready to start accessing your DC Plan savings, you can ask the DC Plan's administrator, XPS, to send you a retirement pack – they'll also send you a pack automatically when you're close to your target retirement age. When you get your pack, you'll see there's plenty to do and think about before making any decisions.

The choices you make now will affect your income, possibly for the rest of your life, so make sure you set aside enough time to consider your options fully. To help you make sense of it all, here's a quick guide to taking your DC savings including what to expect and things to consider.



# Get retirement-ready



Find out about the different ways of accessing your DC savings

## Start thinking about what might suit you

There's more choice and flexibility now than simply buying an annuity (a pension).

Read our **Have it your way** leaflet at [www.itvdcplan.com/retiring](http://www.itvdcplan.com/retiring).



Check your inbox and review your Retirement pack

## Ready to access your DC savings?

It's time to start filling in some forms.

The first thing to do is let XPS know you're ready to take your DC savings by completing the **Intention to take benefits form**.

You also need to let them know the option(s) you're interested in by completing the **Options indication form**. You aren't tied to your decision at this stage, but it lets XPS know what to do next to support your decision.

## Not ready to access savings yet?

No problem. Just let XPS know you're not quite ready by indicating this on the **Intention to take benefits form**.



See the big picture by getting an accurate idea of all your sources of income

## Get a State Pension forecast

Find out how much you can expect to get from the state by getting a **State Pension forecast**.

## Gather details of any other pensions and investments

Get in touch with other pension schemes or previous employers and ask for a retirement quote. If you've lost touch with any of them, the **Pension Tracing Service** should be able to help.

# Get retirement-ready

## Talk it through

When you've got a good idea of your options and your different sources of retirement income, it's a good idea to chat through your choices.



### Get free guidance

**Book a guidance call** with Pension Wise (part of the Money Helper service). The service will give you free, impartial guidance about accessing DC savings.

### Talk to XPS

Give XPS a call on **0118 214 2836** if you'd like them to talk you through your Retirement pack or explain your options.

### Get advice

XPS and ITV can't give you advice, so if you need help deciding which option to choose, you can pay to speak with a financial adviser authorised by the Financial Conduct Authority. If you have an adviser and want us to send details of your ITV DC savings to them, just fill in the **Own Adviser Authority Form** in your Retirement pack and return it to us.

If you don't have an IFA, you can find one at: **Unbiased** or through **MoneyHelper – Find a retirement adviser**.



## Make your choice and return your completed paperwork

Whichever option(s) you choose there'll be some final forms to complete and identification details to provide, like a copy of your passport.

Make sure you allow plenty of time for your paperwork to be processed – the time it takes to put your choices into effect will vary between providers and depend on the option you choose.



You're  
retirement-  
ready!

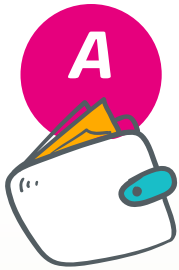



XPS will action your instructions, whether that's paying out cash or transferring your DC savings to a provider you choose.



# About your Retirement pack

Whether you request a Retirement pack or XPS sends you one automatically, it will show 4 options (A, B, C and D). You can find out more about each option by filling in the Option Intentions form and returning it to XPS.

Here's what the 4 options mean and what'll happen if you select them. Finding out more about an option doesn't tie you to a decision – it's just to help you decide what's best for you.

Cash	Pension	Flexible access	Transfer
			
If you're interested in...			
<p>Taking your DC savings as cash through the DC Plan in up to 5 lump sums</p>	<p>Using your DC savings to buy an annuity with an annuity provider</p>	<p>Transferring the total cash value of your DC savings to Legal &amp; General to access flexibly in a way that suits you</p>	<p>Transferring the total cash value of your DC savings to a company of your choice to access other options</p>
If you tick this option on the Options Indication form, here's what'll happen next...			
<p>XPS will send you more information and paperwork to complete, as well as details about the documents required to pay your cash lump sum(s).</p>	<p>The DC Plan uses a company called HUB Financial Solutions to help members find the right annuity. XPS will forward your details to HUB who will shop around and be in touch with the best deals to suit you and send you the final round of paperwork. Or you can use your own provider to find an annuity if you prefer.</p>	<p>The DC Plan offers a flexible access arrangement with insurance provider, Legal &amp; General. XPS will put you in touch with Legal &amp; General so you can find out about its services and help you decide what's right for you.</p>	<p>XPS will send you a transfer pack which will include all the details and paperwork you need to access your preferred choice.</p>

# You're not alone

Deciding how to use your DC savings can be a complex choice that will depend on your personal circumstances. But you're not alone – ITV Pensions will support you and there are other services that can help you make choices that suit your plans and fit your circumstances.

## Support from ITV

It's good to talk, right? ITV Pensions will be running regular group sessions to help you understand your options and what steps you can take to get ready for retirement, whether you're just starting out or getting ready to access your savings. We'll invite members to join us from time to time or you can book a session by calling **01772 884488** or emailing **enquiries@itv-pensions.com**.

## Guidance through the MoneyHelper service

If you're over 50 with DC savings, you should book a session with the Government's free and independent guidance service, Pension Wise (part of the MoneyHelper service). It's a very useful service that can give you information about the options available. You can get guidance by phone. Find out more at **MoneyHelper – Pension Wise**.

## Advice tailored to you

ITV Pensions and Pension Wise can explain your choices but they're not allowed, by law, to advise about your specific circumstances. Even if you've never thought about speaking to an independent financial adviser (IFA) before, now might be the time to do so. You may find it really pays off. An IFA will help you decide the best way to access your savings. What's more, they'll look at the big picture by considering all your savings.

If you don't have an IFA, you can find one who's authorised and regulated by the Financial Conduct Authority at: **Unbiased** or **MoneyHelper – Find a retirement adviser**. To help pay for your advice, read up about the **Pensions Advice Allowance**.

## Find out more

Our leaflet, **Have it your way** explains more about the different ways of accessing your savings and why they may or may not suit you. It also includes a list of things to consider to help you decide what's right for you. You can find a copy in the **Retiring** section of the DC Plan website.



# Need to get in touch?

## Specific queries about your DC savings

If you have a specific query about your DC savings or would like details of your retirement options, please get in touch with XPS, the DC Plan's administrator. You'll be asked to confirm your National Insurance number, so please have this to hand.



[itvpension@xpsgroup.com](mailto:itvpension@xpsgroup.com)



0118 214 2836



**ITV DC Plan**, XPS Administration, Albion,  
Fishponds Road, Wokingham, Berkshire RG41 2QE

## General queries about the DC Plan

If you have a general question about the DC Plan, get in touch with ITV Pensions.



[enquiries@itv-pensions.com](mailto:enquiries@itv-pensions.com)



01772 884488



**ITV Pensions**, 5 Caxton Road, Fulwood Park,  
Fulwood, Preston PR2 9NZ

### Don't let a scammer enjoy your retirement

Fraudsters would love to get their hands on your retirement savings – and their tactics are becoming even more sophisticated.

Anyone cold calling you about pensions shouldn't be! It's illegal. If you're contacted about a 'great' offer, be very wary, particularly if you're thinking of transferring your savings out of the DC Plan – scammers see this as a golden opportunity.

Find out more about scams, how to avoid them and how to recognise the signs at **Scams** on the MoneyHelper website.



*The Trustees, ITV Pensions and XPS, the DC Plan administrator, can't give you financial advice. This leaflet isn't designed to give investment or financial advice – it's simply to give you more information about how to access your savings and what you need to consider. It's based on the Trustees' understanding of legislation and HMRC rules at April 2023; these may change in future.*