

If you have any queries that aren't covered in this guide, you can contact us in the following ways:



Visit:  
**[www.btps.co.uk](http://www.btps.co.uk)**



Call:  
UK **0800 731 1919**  
Intl **+44 (0) 20 3023 3420**



Email:  
**[member@btps.co.uk](mailto:member@btps.co.uk)**



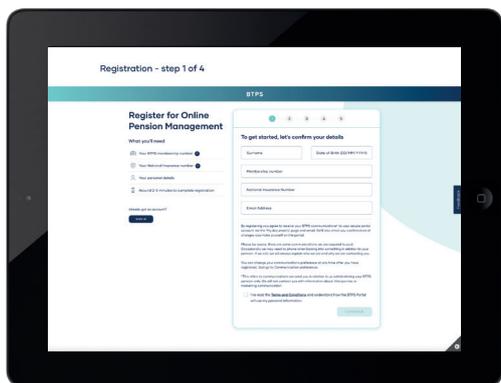
Write to:  
**BTPS, Sunderland, SR43 4AD**

# Payslip Guide 2022

## Section A and B

This guide aims to help you understand your pension payments from the BT Pension Scheme (BTPS) and answers some frequently asked questions.

The pension increase for Sections A and B of the Scheme for the 2022/23 financial year is **3.1%**.



Register for our member portal to view and download your pension payslip history, update your details and access your documents online. You can register at **[btps.co.uk](http://btps.co.uk)**.

# Understanding your payslip

## BTPS



### KEEP THIS SAFE

Please keep a copy of this payslip as proof of the pension you receive for any benefit assessments or financial references.



### VISIT BTPS.CO.UK

To view and download your pension payslips online, register for our member portal at [btps.co.uk](https://btps.co.uk).

## Your BTPS Payslip

### Personal details

BTPS Payroll ID:

National Insurance Number:

Tax Code:

1

Pay Date:

Employer PAYE Reference:

2

### Your gross pension for this period

3

— Tax deducted\*

4

— Deductions (net)

5

+ Additions (net)

6

### Your net pension for this period

7

8

The pension increase for Section A & B of the Scheme for the 2022/23 financial year is **3.1%**.

If you have any deductions, net additions or your circumstances change, this figure may vary from month to month. For more information, read our Payslip Guide.

If you have a query, you can find details of who to contact on the reverse.

Our Payslip Guide covers frequently asked questions, including your pension payment dates. This information is also available online. Register for our member portal at [btps.co.uk](https://btps.co.uk) to view and download past payslips and access them online in future. You can also download your P60s, view your documents online, change your address or bank account and update your contact details.

**\*NOTE:** If the 'Tax deducted' value above is negative, this amount has been refunded to you by BT Pension Scheme (BTPS).

The tax refund may have been spread over several months or may have been paid in one instalment.

This communication is from BT Pension Scheme Administration Ltd (BTPSA)  
BTPSA correspondence address – BTPS, Sunderland SR43 4AD. Tel: 0800 731 1919.  
Registered in England No: 10665093

BTPS Payslip Annual AB 2022

Refer to notes on page 3.

### 1. Tax code

This is the tax code that HM Revenue & Customs (HMRC) has provided to us for you. If you think this may be incorrect, please contact HMRC directly on **0300 200 3300** (+44 135 535 9022 from abroad), and they'll tell us if there's any change. Please note, we're unable to contact HMRC on your behalf to alter your tax code. In addition, we're only able to update your tax code on the instruction of HMRC.

### 2. Pay As You Earn (PAYE) reference

This reference number is provided by HMRC to BTPS to identify the pension scheme for employee income tax and National Insurance purposes. You'll need this reference number if you contact HMRC about your tax code.

### 3. Gross pension

This includes all elements of pension due for the current pay period, including arrears of pension owed, if applicable. This is the amount of pension before any tax is deducted.

### 4. Tax deducted

This is the total amount of tax deducted in this period, based on your tax code. BTPS only changes your tax code when it receives instruction from HMRC. All tax queries should be directed to HMRC on **0300 200 3300** (outside UK: **+44 135 535 9022**). You will need to quote your National Insurance Number and BTPS's Employer PAYE Reference, both of which can be found on your payslip.

### 5. Deductions (net)

This shows any deductions you've asked us to take from your pension, such as health cover, and will also include deductions for Court Orders.

### 6. Additions (net)

This total shows any lump sum or other non-taxable ad hoc payments, if applicable.

### 7. Net pension

This is the amount you will receive in each pay period, whether that be weekly, monthly or quarterly, unless you are advised otherwise.

### 8. Pension increase

This shows the pension increase which was applied to Section A/B pensions in payment for the 2022/23 tax year. This increase is applied to the element of your pension above any Guaranteed Minimum Pension (GMP) you may have. There are separate increases applied to your GMP. In addition, the increase will not be applied if you elected the pension increase exchange option, i.e. you elected to give up increases on the part of your pension that built up before 6 April 1997 and in excess of your GMP. The increase is applied from 1 April 2022. Please see the "Understanding your pension increase" section of this guide for further details.

# Understanding your pension payments

To help you better understand when and how your pension is paid, and how the annual pension increase is calculated, we've included answers to the most commonly asked questions below.

## Q1: Where can I view my payslips?

You can view your regular pension payment details online and download past payslips on our member portal. Register at [btps.co.uk](https://btps.co.uk). There's a handy registration video and guide on our website to help you, go to [btps.co.uk/Support](https://btps.co.uk/Support).

## Q2: When are my pension payments made?

Your monthly pension payments will be made on the following dates during 2022/23.

| Month          | Payment date      |
|----------------|-------------------|
| April 2022     | 29 April 2022     |
| May 2022       | 31 May 2022       |
| June 2022      | 30 June 2022      |
| July 2022      | 29 July 2022      |
| August 2022    | 31 August 2022    |
| September 2022 | 30 September 2022 |
| October 2022   | 31 October 2022   |
| November 2022  | 30 November 2022  |
| December 2022  | 23 December 2022  |
| January 2023   | 31 January 2023   |
| February 2023  | 28 February 2023  |
| March 2023     | 31 March 2023     |

If you're paid weekly, payments will be made every Thursday.

## Q3: How can I change my bank account details?

You can update your bank or building society account details on the member portal. Register for online access at [btps.co.uk](https://btps.co.uk). Alternatively, you can find a Change of Bank form on our website or write to us at BTPS, Sunderland SR43 4AD.

If you want us to pay your pension into an overseas account you can download a Western Union overseas (non UK) bank mandate for the country you want from our website or portal. Go to [btps.co.uk/Support/WesternUnionForms](https://btps.co.uk/Support/WesternUnionForms). Alternatively you can contact us on **0800 731 1919** or **+44 (0) 20 3023 3420** from abroad to request an overseas payment form.

## Q4: Will my pension payment change?

Your pension payment is typically a fixed amount each month, but it could change for various reasons, including:

- If it is your first pension payment, it could include arrears or be a pro-rated instalment;
- If your tax code is adjusted by HMRC after the beginning of the tax year (April), your tax deductions may vary over two months and this may alter your net pension amount;
- If you are a Section B member and built up benefits in the Scheme after April 2009, your pension may be reduced by the State Pension Offset once you reach State Pension age (as outlined to you in the correspondence issued when you retired);
- If you have any voluntary deductions (such as health cover), these may vary;
- If you have any net additions for a particular period (such as a refund of a voluntary deduction); or
- If you receive a pension increase.

If any of these apply, you can check your regular pension payments online on the member portal - visit [btps.co.uk](https://btps.co.uk).

# Understanding your pension increase

Pension increases are applied annually to your BTPS pension to help protect its value and spending power. How much your pension increases by varies from year to year and across different elements of your pension, depending on your individual circumstances.

Your BTPS pension is normally increased each year on or after 1 April. If the start date of your pension was less than 12 months ago, your first pension increase may be proportionate to the number of months of pension payments you have received. You will receive a full increase next year.

Your pension is split into different components. Your 2022 pension increase will depend upon the split of your pension between each of these components. For instance:

- If you chose the option to exchange pension increases on part of your pension for a higher initial pension at retirement (or as part of the special offer period in 2014), then you will have an element of your pension which no longer receives increases.
- Your pension may include an element of Guaranteed Minimum Pension (GMP). GMPs also attract pension increases but some or all of this pension increase is paid along with your State Pension. The increase applied to your GMP may therefore be paid either by BTPS, the government, or a combination of both depending on your dates of service and when you reach State Pension age. See Q7 and Q8 for further details.

| Pension component                                 | Do I have this pension component?  | How the 2022 pension increase is calculated  | 2022 increase |
|---|--|--|---------------|
| Non-increasing pension                            | Where you have exchanged pension increases for a higher initial pension.   | This part of your pension will stay at its original level and will not receive any increases.  | 0%            |
| GMP for service from 6 April 1978 to 5 April 1988 | The pension being paid to you will probably include an element of GMP if:  | If you reached State Pension age before 6 April 2016.  | 0% (see Q8)   |
|   |  | If you reached State Pension age on, or after, 6 April 2016.   | 3.1% (see Q8) |
| GMP for service from 6 April 1988 to 5 April 1997 | <ul style="list-style-type: none"> <li>• you (or the member if you are a dependant) were a contributing member of the Scheme at any time between 6 April 1978 and 5 April 1997; and</li> <li>• you are either a member who has reached GMP payment date (65 for men and 60 for women) or you are a dependant.</li> </ul> | Based on the rise in the Consumer Prices Index (CPI) over the 12 months to September 2021, <b>up to a maximum of 3%</b> if you reached State Pension age before 6 April 2016.                                    | 3.0%          |
|   |  | Based on the rise in the Consumer Prices Index (CPI) over the 12 months to September 2021, <b>with no maximum</b> , if you reached State Pension age on or after 6 April 2016.<br>CPI over this period was 3.1%. | 3.1%          |
| Increasing pension in excess of GMP               | Most Section A & B members will have some element of increasing pension in excess of GMP, including all members that left service after 6 April 1997.  | In Section A & B of the Scheme, this element of pension receives increases based on the rise in the CPI over the 12 months to September 2021.  | 3.1%          |

Most members will have a pension that is a combination of some, or all, of the various elements outlined above. The increase you will receive in April 2022 will be somewhere between 0% and 3.1% depending on the proportions of each element that make up your pension.

## **Q5: Do you still send paper payslips for pension changes during the year?**

In view of our Net Zero 2035 goal, apart from the annual pension increase in April every year, we're no longer issuing paper payslips for any pension changes during the year. The reasons your pension could change mid-year are set out in Q4, with the most common being either HMRC changing your tax code, or the first payment you receive at retirement, which is likely to include either a part month or arrears payment. In each of these scenarios, you will already have been notified of the change – either by HMRC or in our retirement communications. We have also made regular payment information available online so members can view their payslip history on our member portal.

## **Q6: Why hasn't my pension increased by 3.1%?**

Your pension is made up of different components and different percentage increases apply to these different components. This means your pension won't necessarily increase by exactly 3.1% this year. Which rate of increase applies to which component of your pension is set out in the table on page 5. It's determined by a range of factors including the dates you were a contributing member, whether you chose a Pension Increase Exchange option when you retired (which would mean part of your pension never increases), and whether you've reached GMP age. The Understanding your pension section on page 5 explains this in more detail.

## **Q7: What is a Guaranteed Minimum Pension (GMP)?**

If you were an active member of BTPS for any period between 6 April 1978 and 5 April 1997, an element of your pension will be GMP.

You and BT will have paid less National Insurance Contributions for this period of your employment. As a result, you receive a lower level of pension from the State and BTPS ensures that your pension is at least equal to a specific amount, your GMP.

GMP is payable to members from GMP payment age, which is age 65 for male members and 60 for female members. Following the death of a member who had GMP, the dependant's pension will typically include a proportion of the member's GMP (generally half the member's GMP in the case of a widow and half the member's post 5 April 1988 GMP in the case of a widower, civil partner or same-sex spouse).

The courts have ruled that pension schemes should equalise benefits between women and men who have a GMP within their pension. We expect that members in Sections A and B are already receiving equalised benefits and therefore no correction will be required as a result of this court ruling. You do not need to take any action as, if anyone is directly affected, we will update them directly.

## **Q8: How does your State Pension age affect how your GMP pension increases are paid?**

If you reached State Pension age before 6 April 2016, you will not receive increases from BTPS on any GMP you built up to 5 April 1988 (Pre 88 GMP). Instead, the government will effectively pay the annual increases on this element of your pension as part of your State Pension.

If your State Pension age is on or after 6 April 2016, any increase due on your Pre 88 GMP (an increase of 3.1% in 2022) will be paid by BTPS.

If you are unsure of your State Pension age, you can check it at [www.gov.uk/state-pension-age](http://www.gov.uk/state-pension-age).

This guide aims to provide general information about your BTPS benefits. In the event of any conflict between this guide and the BTPS Rules, the Rules take priority.