



BT PENSION SCHEME

SECTION C

Explanatory booklet for Members who joined **Section C** of the BT Pension Scheme between **1 April 1986** and **31 March 2001** (and Section B members who elected to be subject to Section C terms).



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Introduction

The BT Pension Scheme (the Scheme) forms an important part of your benefits package, providing savings for your retirement and protection for your dependants on your death. Please read this booklet carefully as there are a number of options available to you which could affect the benefits you receive on retirement.

The Scheme

The Scheme has been set up under a Trust Deed and is governed by Rules which determine how and when benefits are paid. This booklet summarises the main benefits available under Section C of the Scheme, but if there is a conflict between the Rules and this booklet, the Rules (as amended from time to time) will prevail.

Overriding legislation

The Scheme is subject to overriding tax and other pension legislation in force from time to time. This booklet summarises legislation in force on 6 April 2017 which is relevant to your benefits. This summary is intended to assist you in understanding your benefit entitlements in the Scheme, but please be aware that the relevant legislation and the way in which it affects your benefits (including the tax payable on your benefits) might change in future.

The Trustee and Constitution

BT Pension Scheme Trustees Limited is the sole Trustee of the Scheme. Its board consists of nine directors appointed by BT:

- An Independent Chairman;
- Four Trustee Directors selected by BT; and
- Four Trustee Directors nominated by BT unions (after consultation with the National Federation of Occupational Pensioners).

Trustee Directors generally hold office for three years and are then eligible for re-election, although in some cases a director's term of office can be for a shorter time.

The Trustee Directors represent the interests of all beneficiaries, regardless of how they are appointed or nominated.

State Second Pension (S2P)

Before 6 April 2009 your employment was contracted out of the State Second Pension, but it stopped being contract out on 6 April 2009 – see the "Other Information" section of this booklet.

Accenture

Accenture has been appointed by the Trustee to administer the Scheme on a day to day basis. Accenture will be the first point of contact regarding your benefits in the Scheme.

Her Majesty's Revenue & Customs (HMRC)

The Scheme is registered with Her Majesty's Revenue & Customs (HMRC).

Earnings Cap

For high earners who re-joined the Scheme after 31 May 1989, there is a maximum Pensionable Salary on which benefits can be paid. This is called the Earnings Cap. For the tax year 2017/18 this is £154,200.

Lifetime Allowance

The Lifetime Allowance is the overall maximum capital amount of pension savings that any one individual can accumulate in all registered pension arrangements that benefit from tax reliefs. Any benefits paid above this amount will be subject to a tax charge on their excess benefits value, known as the Lifetime Allowance Charge. For the 2017/18 tax year the charge is 55% where the excess is taken as a lump sum and 25% where the excess is taken as a pension. Where the excess is taken as a pension it is also subject to income tax resulting in the effective rate of tax of 55% for a 40% tax payer, and 58.75% for a 45% tax payer. The Lifetime Allowance for the tax year 2017/18 is £1 million, and is expected to be increased in line with CPI inflation from 2018/19.

Some members may have previously applied for Lifetime Allowance protection, meaning they have a Lifetime Allowance of greater than £1 million. If the value of your accrued pension benefits at 6 April 2017 was greater than £1 million, there are various protections you can apply for. For more information around the Lifetime Allowance and protections that may be available please see the government website: <https://www.gov.uk/tax-on-your-private-pension/lifetime-allowance>

Amendments to the Scheme

The Scheme may be amended from time to time with the agreement of the Trustee and BT, subject to the terms of the Rules and the relevant legislation.

Section B members who elected to be subject to Section C terms

If you were formerly a Section B member who elected to be subject to Section C terms, your benefits earned before you switched to Section C terms will continue to be based on Section B terms, and only your benefits built up after your switch to Section C terms will be on Section C terms.

“ If you were formerly a Section B member who elected to be subject to Section C terms, all of your Pensionable Service will be treated as if it were on Section C terms. ”

Membership



The Scheme is closed to new members, but continues for existing members. If you leave BT employment, or opt out of Scheme membership, you will not be able to rejoin the Scheme at a later date.

Opting out

You can opt out of the Scheme without leaving BT employment by giving one month's notice. You can do this by completing an opt-out form and sending it to Accenture – see "Useful names and addresses" section of this booklet.

If you do opt out:

- You will no longer build up any further benefits under the Scheme;
- Your life cover under the Scheme will reduce to twice your Pensionable Salary;
- The pension payable to your Spouse or Civil partner and any eligible children will be calculated as if you had left BT (see "Leaving BT" section of this booklet); and
- You will not be entitled to improved early retirement benefits from the Scheme if you are subsequently made redundant.

If you opt out of the Scheme, you might wish to join a pension scheme again at some time in the future. You will be able to ask to join a BT pension arrangement but you will not be allowed to re-join the Scheme. BT may offer a different scheme, which meets the minimum requirements under current legislation. Employers now have a duty to automatically enrol eligible employees every three years, so even if you don't ask to join a scheme, you may be automatically enrolled into a pension scheme at a later date.

“ You can opt out of the Scheme without leaving BT employment by giving one month's notice. ”

Contributions

Member contributions

Your contributions are deducted from your pay before tax is applied and so receive full tax relief at your marginal rate(s). For example, if your salary is taxed at the basic rate of 20%, each £1 you pay into the Scheme costs you 80p. In comparison, if your salary is taxed at 40%, each £1 you pay into the Scheme costs you 60p, and if taxed at 45% each £1 paid into the Scheme costs you 55p. However, see the section below on the restriction of tax relief.

At 1 January in each year your Pensionable Salary will be compared to the Contribution Earnings Threshold (CET) and you will pay the contribution rate set out below from your next pay review date:

6% of Pensionable Salary

If you are earning below the CET.

7% of Pensionable Salary

If you are earning above the CET.

The CET for 2017/18 is £49,185 and will be reviewed annually.

Additional benefit flexibility options

If your Pensionable Salary is above the CET and you do not wish to pay the higher contributions as shown above you can opt for the additional flexibility option which is set out in the "Additional benefit flexibility option" section of this booklet, although this would generally result in lower pension benefits being built up in the future. This option is available from 1 April in each year. You must apply for this option by 31 March each year. Electing this option is irrevocable and it is not possible to revert to the previous option

Annual Allowance - Restriction of tax relief on pension contributions

The Annual Allowance (the maximum amount of pension savings that can build up in all registered pension schemes in a tax year and benefit from tax relief) is £40,000 for most members for the 2017/18 tax year, although members with taxable income of

£110,000 or more, or members who have already accessed some of their pension savings, may have a lower Annual Allowance (please see the link later in this section to the government website for further details on this).

The value of your pension savings in a tax year depends on whether your savings are defined benefit (your main scheme benefits), or defined contribution (DC) (e.g. AVCs or DC benefits you have outside the Scheme). Each component is valued and then added together to see if the value exceeds the Annual Allowance. The benefits are valued as follows:

Defined benefit

This is the capital value of the increase in your pension and lump sum over the previous tax year. To arrive at the capital value your annual rate of pension will be multiplied by a factor of 16. The increase is then added to your lump sum.

Defined contribution

This is the amount of the contributions paid by you and BT to any AVCs or DC funds. This amount is then added to the capital value of your defined benefits as calculated above.

If the total increase in your capital value of your defined benefits plus your defined contributions in a tax year exceeds the Annual Allowance that applies to you, you may be liable to pay tax at your marginal rate on anything above that amount. To mitigate the effect of this, any unused allowance from up to three previous tax years can be carried forward to offset against contributions in excess of the Annual Allowance in a single year.

You will receive tax relief on your pension savings at 20%, 40% or 45% as appropriate, up to the Annual Allowance. This means that if you pay £100, the tax relief the government gives you on that is worth £20 (£40 if you are a higher rate tax payer and £45 if you are an additional rate tax payer), making your net contribution £80 (£60 if you are a higher rate tax payer and £55 if you are an additional rate tax payer). Any pension savings above the Annual Allowance will be taxed with the tax currently collected under self-assessment.

Alternatively, if the tax due in relation to your Scheme pension accrual in a year is more than £2,000, you may request the Trustee to pay the tax on your behalf and your Scheme benefits will be reduced accordingly. This is known as "Scheme pays". You must notify Accenture that you wish to use the Scheme pays option. The deadline for notifying Accenture is the 31 July in the year following the year to which the Annual Allowance charge relates has ended. For example, if you want the Scheme to pay your Annual Allowance charge for 2015/16 then you must tell Accenture no later than 31 July 2017.

If you are likely to be impacted by the Annual Allowance you have the option to opt out of the Scheme and stop accruing further benefits. However, once you have opted out you will be treated as a deferred member, with benefits appropriate to a deferred member, and you will not be able to re-join the Scheme at a later date. If you are considering opting out of the Scheme you should seek independent financial advice.

If you are not sure how you may be affected by these restrictions, you may wish to speak to your tax adviser, or obtain independent financial advice.

Further information on the Annual Allowance is available from the government website:

<https://www.gov.uk/tax-on-your-private-pension/annual-allowance>

Smart Pensions

Smart Pensions is a facility which provides an opportunity for you and BT to save some National Insurance contributions. If you are participating in Smart Pensions:

- You do not pay pension contributions directly;
- Instead, your contractual gross pay is reduced by the contributions you would normally pay and BT pays this amount to the Scheme. In addition, BT also pays its own contributions;
- Because your contractual gross pay is lower, you pay lower National Insurance contributions and so your take home pay will increase; and
- Participating in Smart Pensions does not affect any other benefits you receive from BT.

If you are paying contributions under Smart Pensions you will usually only be able to opt out of Smart Pensions or change your level of contributions in October of each year, or at any time if you have a specified lifestyle change.

Further information explaining how Smart Pensions works is available on the BT Intranet:

https://intra.bt.com/bt/hr/reward/pensions/smart_pensions/Pages/index.aspx

Additional Voluntary Contributions

You may pay Additional Voluntary Contributions (AVCs) into a defined contribution fund managed as part of the Scheme to increase your retirement benefits. Details of AVCs are available on the Intranet, where you may also apply to pay AVCs, increase your contributions and choose your investment funds.

BT contributions

BT pays the balance of the cost necessary to provide the promised level of benefits under the Scheme.

Transfers into the Scheme

Please note that Section C of the Scheme does not accept transfers in (whether under the Pension Schemes Act 1993 or otherwise).



Absence from work

Unpaid leave

Any period of unpaid leave will not count as Pensionable Service unless, when you return to work, you agree to pay the contributions which would have been due from you for that period as if you had continued to pay contributions normally. If you are participating in Smart Pensions, the contributions will be equal to your notional contributions.

You will need to apply to Accenture – see “Useful names and addresses” section of this booklet, and have this agreed within three months of your return to work.

Unpaid absence

Any period of unpaid absence will not count as Pensionable Service unless, when you return to work, you agree to pay both your own contributions and those which would have been paid by BT but for the absence. If you are participating in Smart Pensions, the contributions will be equal to your notional contributions, including company contributions.

You will need to apply to Accenture – see “Useful names and addresses” section of this booklet, and have this agreed within three months of your return to work.

Maternity/Paternity/Adoption Leave

If you are on paid maternity, paternity or adoption leave, you will continue to pay contributions on the Pensionable Salary you are receiving and that period will count as Pensionable Service.

Sabbatical

Any leave whilst you are on a Sabbatical will not count as Pensionable Service unless, when you return to work, you agree to pay the contributions which would have been due from you and the company for that period, as if you had continued to receive your normal pay. If you are participating in Smart Pensions, the contributions will be equal to your notional contributions, including company contributions.

You will need to apply to Accenture – see “Useful names and addresses” section of this booklet, and have this agreed within three months of your return to work.

Retirement

Normal Pension Age

Normal Pension Age (NPA) under the Scheme is age 65; although benefits you have built up before 1 April 2009 will be treated as if NPA was 60. You can retire before NPA or after NPA. You can also, subject to HMRC regulations, and BT agreeing, receive your pension whilst you are still working for BT at any time from age 55 (until you reach age 75 when BT's agreement is no longer required). Benefits built up before 1 April 2009 must be taken at the same time as benefits built up from 1 April 2009, and cannot be drawn at different times.

Retirement at Normal Pension Age (65)

On retirement you will receive a pension payable for life plus a lump sum. The pension built up before 1 April 2009 will be based on your Pensionable Service (expressed in years and days) and on your Final Pensionable Salary. Pension benefits built up from 1 April 2009 will be on a Career Average Revalued Earnings (CARE) basis and will be based on the value of your pension built up each year that you are a member of the Scheme from that date. This is described below:

Benefits built up before 1 April 2009

Your pension built up before 1 April 2009 will be calculated using the following formula:

$$\frac{\text{PENSIONABLE SERVICE}}{60} \times \text{FINAL PENSIONABLE SALARY} = \text{ANNUAL PENSION}$$

Example:

Age at retirement: 60

$$\frac{30 \text{ YEARS}}{60} \times \text{£24,000} = \text{£12,000 p.a.}$$

You can exchange part of your pension for a lump sum, which is currently tax free.

Benefits built up from 1 April 2009

Your benefits built up from 1 April 2009 will be calculated on a CARE basis. This means that benefits build up year on year and reflect your earnings during your membership of the Scheme since 1 April 2009.

The Scheme year runs from 1 April to 31 March. For each year of Pensionable Service from 1 April 2009 you build up a block of pension equal to 1/80th of your Pensionable Salary, plus a lump sum of three times that pension, payable at your Normal Pension Age of 65.

At the end of the following Scheme year and annually thereafter up to your retirement, or leaving the Scheme if earlier, each block is increased by the lower of:

- The change in the Retail Prices Index (RPI) (but never below zero); and
- Any change in your Pensionable Salary.

If there is no change in your Pensionable Salary, the CARE blocks earned during previous years would not be revalued for that particular year. The blocks will all be added together to give your total CARE pension and lump sum .

For example:

YEAR 1

You start to build up your pension based on 1/80th of YEAR 1 Pensionable Salary...



...and a lump sum of 3/80^{ths} of YEAR 1 Pensionable Salary.

YEAR 2

Your YEAR 1 pension and lump sum is increased by the rate of RPI, or in line with your Pensionable Salary increase, whichever is lower. You also earn another 1/80th of YEAR 2 Pensionable Salary and a lump sum of 3/80th of YEAR 2 Pensionable Salary.



So... after two years you have a pension and a lump sum made up of two blocks of benefits.

YEAR 3

In YEAR 3 your pension and lump sum from YEAR 1 is increased again, and your pension and lump sum from YEAR 2 are also increased in line with RPI or any Pensionable Salary increase, whichever is lower. You also earn another 1/80th of YEAR 3 Pensionable Salary and a lump sum of 3/80^{ths} of YEAR 3 Pensionable Salary.



So... after three years you have a pension and lump sum made up of three 'blocks' of benefits.

And your benefits continue to grow on this basis...

Although benefits built up from 1 April 2009 are built up on a different basis to those built up before 1 April 2009, the eventual pension is still one pension. So, the benefits built up both before and from 1 April 2009 must be paid at the same time and cannot be paid independently from one another.

State Pension offset

As part of the changes made in April 2009, members of Sections B and C of the Scheme stopped being "Contracted Out" and started to build up extra S2P. When a Scheme member reaches State Pension age, their Scheme pension is reduced by the State Pension offset. This offset was designed to take into account the extra S2P you started to build up, so that your total overall State and Scheme pension would be as near as practicable to your pension if your employment had continued to be contracted out.

To qualify for extra S2P, you and BT started to pay higher National Insurance (NI) contributions. At the same time, your Scheme contributions were reduced to compensate you for the higher NI contributions you started to pay. You will see this presented on your payslip as an allowance.

From 6 April 2016, the government changed the whole of the State Pension system. For members who had not reached State Pension age before 6 April 2016, the basic State Pension and S2P were replaced by the new single-tier pension which is calculated very differently.

Although the State Pension offset will continue to be applied to your Scheme pension, it will no longer be linked to S2P as this has been replaced with the single-tier pension. This means that whilst your Scheme benefits continue to build up in the same way as previously, your total State Pension after 6 April 2016, when added to your Scheme benefits, will not necessarily be the same overall as it would otherwise have been in the future.

There are no changes to the benefits you have built up in the Scheme, which are protected by law and cannot be reduced or taken away.



Options on retirement (or drawing your pension if earlier)

Surrender of pension for additional lump sum

You can choose to give up some of your pension for an additional lump sum when your pension is due to start. The total amount of lump sum you can receive from the Scheme is 25% of the total value of your Scheme retirement benefits, up to the limits which HMRC set, and provided your pension is not reduced below the Guaranteed Minimum Pension (GMP). You can obtain an illustration of the benefits provided by this option from the Retirement Planner available through the Pensions Portal or by contacting Accenture.

Pension Increase Conversion

Before you retire, you can choose to give up future pension increases on the part of your pension built up before 6 April 1997 in exchange for a pension starting at a higher level but with no increases. You can obtain an illustration of the benefits provided by this option from the Retirement Planner available through the Pensions Portal or by contacting Accenture.

Surrender of pension for additional pension for Spouse/Civil partner or Nominated Dependant

If you are in good health you may, within six months before your pension becomes payable, surrender part of your pension to provide extra pension for your Spouse/Civil partner or a Nominated Dependant on your death.

Nominated Dependant's pension

If you are not married or in a civil partnership, you may nominate an adult who is wholly or partly financially dependent on you, and who is likely to continue to be so, to be considered to receive pension benefits that would have been payable to your Spouse or Civil partner.

Such a nomination would remain in force unless you revoke it in writing, marry or enter into a civil partnership.

A Nominated Dependant's pension is payable at the absolute discretion of the Trustee. The Trustee is not legally bound by your nomination, but will bear it in mind when deciding how to exercise its discretion in paying a Nominated Dependant's pension.

You can nominate someone to be considered for a Nominated Dependant's pension through the Pension Portal, using the form available on the BT Pension Scheme website or by contacting Accenture

Transfer your benefits out of the Scheme

You can choose to take a Cash Equivalent Transfer Value (CETV) and transfer your benefits to one or more different pension providers. You may take a transfer in respect of all of your benefits in the Scheme, or in respect of just one “type” of benefits (for example, AVCs). If you would like to request a CETV quotation please contact Accenture.

Please note, if your CETV (excluding AVCs) exceeds £30,000 and you are intending to transfer it to a scheme which provides “flexible benefits” (broadly, any scheme other than one which provides “final salary”, “CARE” or other “defined benefits” pensions) we are required to check that you have received advice from an independent financial adviser in relation to the transfer before your transfer can be paid. This requirement was introduced on 6 April 2015 by the government and you should be aware of the additional time it may take to get independent financial advice when considering what to do with your Scheme benefits. We will provide you with a full guide to the transfer process, including getting independent financial advice, with your CETV quotation.

Please also note that payment of CETVs in respect of “defined benefits” to members within one year of Normal Pension Age is offered at the Trustee’s discretion.

Additional Voluntary Contributions

If you have paid Additional Voluntary Contributions (AVCs) during your working lifetime, then there are a number of options with respect to how you take these when you come to retire. For more information on this please see the AVC section of the website at <http://www.btpensions.net/avcs>. You can also call Peopleline to request further information about your AVCs and your options under the Scheme rules.

For further guidance which may help you decide what to do with your AVCs the government has launched

a service called Pension Wise which offers free and impartial guidance on “defined contribution” benefits (e.g. AVCs). Please see the “Pension Wise” section below for further details.

Please note that the value of your AVC fund will depend on a number of factors including the amount of the contributions paid, costs which may be payable on transferring your AVC fund (either between the funds made available by the Scheme or outside the Scheme), the charges payable, the age at which you access your AVC fund, the performance of investments and any cost of converting your AVC fund into an annuity, should you choose to do so.

Pension Wise

For members with defined contribution benefits (e.g. AVCs), Pension Wise is a government service that offers you:

- Tailored guidance (online, over the telephone or face to face) to explain what options you have and help you think about how to make the best use of your DC pension savings;
- Information about the tax implications of different options and other important things you should think about; and
- Tips on getting the best deal, including how to shop around.

You can access this free, impartial guidance from the government:

- Online by going to www.pensionwise.gov.uk;
- Over the phone by calling Pension Wise on **0800 138 3944** or the Pensions Advisory Service on **0300 123 1047**; or
- Face to face at your local Citizens Advice branch.

If you have DC benefits and are approaching retirement, we strongly recommend you access this pensions guidance and consider taking independent financial advice to help you decide which option is most suitable for you with regards to your DC benefits.

“ If you have paid AVCs during your working lifetime, then there are a number of options with respect to how you take these when you come to retire.”

Early retirement (before age 65)

You can leave BT employment and ask for your pension to be paid at any time from age 50 onwards (age 55 if you joined the Scheme after 5 April 2006).

Your pension will be calculated as under the section headed 'Retirement at Normal Pension Age (65)' except that your pension will be reduced because it is being paid earlier and therefore is expected to be paid longer than originally intended. The reduction depends on your age at the time your pension starts. The scale of the reduction is set by the Trustee and can vary from time to time.

Although benefits built up before 1 April 2009 have a Normal Pension Age of 60, and benefits built up after that date have a Normal Pension Age of 65, both elements must be taken at the same time. It is not possible to receive benefits built up before 1 April 2009 separately from those built up from 1 April 2009.

See also "Retirement" section of this booklet for details of the State Pension offset.

Options

You will also have the Options available to members who retire at their Normal Pension Age of 65 - please refer to the "Options on retirement" section of this booklet for more information.

Drawing your pension before Normal Pension Age whilst still in BT employment

With the agreement of BT, at any time from age 55, you may begin to receive your pension and lump sum even though you are still employed by BT.

Other factors to consider:

- If you choose to draw your pension whilst still employed by BT you will not build up any further benefits in the Scheme;
- You might wish to join a pension scheme again at some time in the future. Up to age 75, you will be able to ask to join a BT pension arrangement but you will not be allowed to re-join the Scheme. BT may offer a different scheme, which meets the minimum requirements under current legislation. Employers now have a duty to automatically enrol eligible employees every three years, so even if you don't ask to join a scheme, you may be automatically enrolled into a pension scheme at a later date;
- Your pension and lump sum will be calculated in the same way as for Early Retirement (before age

65), as shown in the "Early retirement" section of this booklet;

- You will no longer be covered for a death in service lump sum benefit, and any Spouse's, Civil partner's, Nominated Dependant's or Children's pensions will be paid as for death in retirement; and
- As you will no longer be in Pensionable Service, no enhancement would apply if you were to leave BT by reason of redundancy or ill health.

See also "Retirement" section of this booklet for details of the State Pension offset.

Options

You will also have the Options available to members who retire at their Normal Pension Age of 65 - see "Options on retirement" section of this booklet.



Ill health retirement

If you are unable to continue to work due to serious ill health or disability, you may be eligible to receive an immediate pension from the Scheme, provided you have at least 2 years' qualifying service. If you satisfy BT's medical retirement criteria you will receive an immediate ill health pension and lump sum payment as described below.

If you have completed 5 or more years of Pensionable Service

You will receive an immediate pension and lump sum, which will not be reduced on account of early payment. In addition, you will receive an enhancement to your Pensionable Service. The following illustrates how your pension and lump sum will be calculated:

Pension and lump sum earned before 1 April 2009:

$$\frac{\text{PENSIONABLE SERVICE TO 31 MARCH 2009}}{60} \times \text{FINAL PENSIONABLE SALARY AT RETIREMENT} = \text{PENSION EARNED BEFORE 1 APRIL 2009}$$

You can exchange part of that pension for a lump sum, which is currently tax free.

Pension and lump sum earned from 1 April 2009:

Your pension and lump sum will be calculated on a CARE basis as covered on "Retirement" section of this booklet.

Your Pensionable Service will be increased by adding 75% of the additional Pensionable Service you would have completed if you had remained in Pensionable Service until Normal Pension Age (65).

The Pensionable Salary used will be equivalent to the Pensionable Salary you would have received from 1 April before you retired to the following 31 March if you had not retired.

The Pensionable Service on which benefits are based may not exceed the service that would have been pensionable by Normal Pension Age and is subject to your total Pensionable Service not exceeding 40 years.

If you have completed less than 5 years Pensionable Service

The formula for the ill health benefit will be provided on request.

Options

You will also have the Options available to members who retire at their Normal Pension Age of 65 - see "Options on retirement" section of this booklet.

Continuing in BT employment after age 65

If you continue in BT employment after age 65, you may choose any one of the following options:

- You may choose to continue contributing and build up more pension and lump sum benefit; or
- You may stop contributing (or participating in Smart Pensions) and defer drawing your pension and lump sum. You would then be treated as if you had opted out of the Scheme membership. However, your deferred pension would receive an additional increase to the standard pension increase each year to reflect the later payment of your pension and lump sum.

The above options are available to you at any time between your Normal Pension Age and the date you actually leave BT.

With the agreement of BT (until you reach age 75, when BT's agreement is no longer required), you may also be eligible to draw your pension and lump sum, even though you are continuing in BT employment.

Options

You will also have the Options available to members who retire at their Normal Pension Age of 65 - see "Options on retirement" section of this booklet.

“ You may also be eligible to draw your pension and lump sum, even though you are continuing in BT employment.”





Death in retirement

Within five years after retirement (or drawing your pension)

If you die within five years of your pension starting, your Spouse or Civil partner will be entitled to a pension equal to the pension you were receiving before your death, for the remainder of the five years. Alternatively, the Trustee may, at its absolute discretion, pay a pension to your Nominated Dependant (see “Payment of benefits” section of this booklet).

At the end of the five years your Spouse/Civil partner or Nominated Dependant where applicable, will be entitled to a pension equal to one half of the pension you would have received had you not given up any of your pension for a lump sum. A Spouse’s/Civil partner’s or Nominated Dependant’s pension will be payable for life.

A member’s Spouse’s/Civil partner’s or Nominated Dependant’s pension built up after 5 April 2009 may be reduced from the Spouse’s or Civil partner’s State Pension offset age (normally the age at which the State Pension would be paid to the Spouse or Civil partner) by half the Member’s State Pension offset – see “Retirement” section of this booklet. BT has a discretion not to apply this reduction.

After five years of retirement (or drawing your pension)

If you die after five years of your pension starting, your Spouse/Civil partner or Nominated Dependant will receive a pension, equal to your pension for 91 days after your death. After that period, the pension will reduce to one half of your pension, or one half of the pension you would have received had you not given up part of your pension for a lump sum. If there

is no Spouse or Civil partner, at the discretion of the Trustee, a Nominated Dependant (see “Payment of benefits” section of this booklet) may be considered for a pension. A Spouse’s/Civil partner’s or Nominated Dependant’s pension will be payable for life.

A member’s Spouse’s/Civil partner’s or Nominated Dependant’s pension built up after 5 April 2009 may be reduced from the Spouse’s or Civil partner’s State Pension offset age (normally the age at which the State Pension would be paid to the Spouse or Civil partner) by half the Member’s State Pension offset – see “Retirement” section of this booklet. BT has a discretion not to apply the reduction.

Children’s pensions

If you die whilst in receipt of a pension, and you leave a Dependent Child or Children (see definition), a pension will be payable for that child or those children. The amount of the pension will depend on the number of eligible children and whether there is a surviving Spouse/Civil partner or Nominated Dependant.

If there is only one Dependent Child, the children’s pension will be one quarter of the Member’s pension. If there are two or more Dependent Children, the Children’s pension in total will be one half of the Member’s pension.

If there is no Spouse or surviving Civil partner and no pension is paid to a Nominated Dependant, or if the Spouse/Civil partner or Nominated Dependant dies, the Children’s pension will be doubled.

No account will be taken of the State Pension offset as set out on “Retirement” section of this booklet in determining your pension for this purpose.

Children’s pensions normally stop when the child reaches age 17, or 23 if in full time education.

Death in Pensionable Service

Lump sum

If you die whilst in Pensionable Service a minimum lump sum of three times your Final Pensionable Salary will be paid to your beneficiaries. The Trustee has discretion as to which of your beneficiaries they will pay and in what

proportions, so it is important that you complete an Expression of Wish form (available through the Pensions Portal) to help the Trustee decide who will receive that benefit.

Example

$$\begin{array}{|c|} \hline \text{FINAL PENSIONABLE SALARY} \\ \hline \text{£20,000} \\ \hline \end{array} \times \begin{array}{|c|} \hline 3 \\ \hline \end{array} = \begin{array}{|c|} \hline \text{LUMP SUM} \\ \hline \text{£60,000} \\ \hline \end{array}$$

The contracts of employment for certain employees provide for a lump sum death in service benefit of up to four times Final Pensionable Salary. You will have been advised if you benefit from this higher level of cover.

Spouse/Civil partner or Nominated Dependant's pension

A pension for life will be paid to your Spouse/Civil partner. If there is no Spouse or Civil partner, at the discretion of the Trustee, a Nominated Dependant (see "Payment of benefits" section of this booklet) may be considered for a pension. Where there is no Spouse/Civil partner's pension payable and the Trustee has exercised its discretion to pay a Nominated Dependant's pension then that pension would be payable for life.

If you have completed 5 or more years of Pensionable Service

The pension payable to your Spouse/Civil partner or Nominated Dependant will be one half the pension you would have received had you retired on ill health - see "Ill health" section of this booklet.

A member's Spouse's or Civil partner's pension built up after 5 April 2009 will generally be reduced from the Spouse's or Civil partner's State Pension offset age (normally the age at which the State Pension would be paid to the Spouse or Civil partner) by half the Member's State Pension offset - see "Retirement" section of this booklet. BT has a discretion not to apply the reduction.

If you have completed less than 5 years of Pensionable Service

The formula for calculating this benefit will be provided on request.

Death in Pensionable Service

Children's pensions

If you die whilst in Pensionable Service and leave a Dependent Child or Children (see definition), a pension will be payable for that child or those children. The amount of the pension will depend on the number of eligible children and whether there is a surviving Spouse/Civil partner or Nominated Dependant.

If there is only one Dependent Child, the Children's pension will be one quarter of the pension you would have received had you retired on ill health - see "Ill health" section of this booklet. If there are two or more Dependent Children, the Children's pension in total will be one half of the pension you would have received had you retired on ill health - see "Ill health" section of this booklet.

If there is no Spouse or surviving Civil partner and no pension is paid to a Nominated Dependant, or if the Spouse/Civil partner or Nominated Dependant dies, the Children's pension will be doubled.

No account will be taken of the State Pension offset as set out on "Retirement" section of this booklet in determining your pension for this purpose.

Children's pensions normally stop when the child reaches age 17, or 23 if in full time education.

Example

Your pension

£12,000
per annum

Spouse/Civil partner or Nominated Dependant's pension payable

Yes

1 dependent child

£3,000

2 or more
dependent children

£6,000

split between all
eligible children

No

1 dependent child

£6,000

2 or more
dependent children

£12,000

split between all
eligible children

Leaving BT

If you leave BT before Normal Pension Age, you will be entitled to a deferred pension and lump sum payable at your Normal Pension Age. It will be calculated on the following basis:

Benefits built up before 1 April 2009

$$\frac{\text{PENSIONABLE SERVICE}}{60} \times \text{FINAL PENSIONABLE SALARY AT DATE OF LEAVING} = \text{ANNUAL PENSION}$$

Benefits built up from 1 April 2009

CALCULATED ON A CARE BASIS AS SET OUT IN THE 'RETIREMENT' SECTION OF THIS BOOKLET

These benefits will be held in the Scheme and cost of living increases will be added to your deferred pension and lump sum over the period to retirement. The increases on any benefit in excess of your Guaranteed Minimum Pension (GMP) will be linked to the Revaluation Order published by the government (currently based on the Consumer Prices Index), up to 5% a year compound. The GMP will also be increased, as required by the contracting out laws – these currently require the GMP to be increased in deferment broadly in line with the increase in national average earnings.

Alternatively you may apply to transfer the capital value of your benefits to your new employer's pension scheme, or to your own registered personal pension plan.

Early payment of deferred pension and lump sum

You may apply for your deferred pension and lump sum to be paid before your Normal Pension Age, at any time after age 50 (age 55 if your last date of joining the Scheme was after 5 April 2006). Your benefits will be calculated in the same way as for Voluntary Early Retirement – see "Early retirement" section of this booklet. The additional options set out on "Options on retirement" section of this booklet would also be available.

Early payment of deferred pension and lump sum on ill health

If you are entitled to a deferred pension, and subsequently suffer ill health which would have qualified you for an ill health pension under BT's medical retirement procedure had you remained in employment, you may be eligible to receive an immediate pension without an early retirement reduction. You will need to apply to the Trustee in that event.

Death after leaving BT with deferred benefits

If you have a deferred pension and die before Normal Pension Age, your Spouse or Civil partner and any eligible children will receive pensions similar to those that would have been payable if you had died in service, except that there will be no enhancement of Pensionable Service. If there is no Spouse or Civil partner, a Nominated Dependant (see "Payment of benefits" section of this booklet) may be considered for a pension, at the discretion of the Trustee. If there is no Spouse/Civil partner, a Nominated Dependant (see "Payment of benefits" section of this booklet) may be considered for a pension, at the discretion of the Trustee.



Additional benefit flexibility option

If your Pensionable Salary is above the CET and you do not wish to pay the increased contributions as set out on "Contributions" section of this booklet, you may opt to change your benefit accrual rate at April in each year.

Benefit accrual based on 1/90^{ths}

If your Pensionable Salary is above the CET and you do not wish to pay the increased contributions as set out on "Contributions" section of this booklet, you may opt to change your benefit accrual rate at April in each year.

You can elect to reduce your standard contributions to 6% of Pensionable Salary and earn future benefits on a lower accrual formula based on 1/90th pension and 3/90ths lump sum for each year of Pensionable Service.

Once you have elected to move to 1/90th accrual rate, it will generally not be possible to reverse that election unless there are exceptional circumstances (such as your earnings falling below the CET (see "Contributions" section of this booklet) due to a change in your working hours).

If you wish to elect this option you should contact Accenture – see "Useful names and addresses" section of this booklet.



Payment of benefits

Your BT pension

Your pension and any Spouse, Civil partner, Nominated Dependant or Children's pensions will be paid in arrears at the end of each month. Pension payments are treated as earned income for tax purposes.

Death benefit

Any lump sum death benefit will normally be paid free of inheritance tax as the payment is made under a discretionary trust. The Trustee has discretion over who receives the payment and in what proportions. It takes into account your wishes but cannot be bound by them. You are advised to complete an Expression of Wish form available through the Pensions Portal or on the BT Pension Scheme website.

Your beneficiaries do not have to be financially dependent on you and can include any of the following:

- Widow, widower, Civil partner, children, relatives and dependants, or any other person you wish to nominate; or
- A charity, club or society whose name and details you have notified in writing to the Trustee.

Nominated Dependant

If you are not married and have not entered into a civil partnership, you may be able to nominate an adult who is wholly or partly financially dependent on you, and who is likely to continue to be so, to be considered to receive pension benefits that would have been payable to your Spouse or Civil partner.

Such a nomination would remain in force unless you revoke it in writing, marry or enter into a civil partnership.

The payment of a Nominated Dependant's pension is payable in the absolute discretion of the Trustee. The Trustee is not legally bound by this form, but will bear it in mind when deciding how to exercise its discretion in paying a Nominated Dependant's pension.

A Nomination Form is available from the Pensions Portal or from the Scheme website.

Pension increases

The review period for pension increases is January to December in each year with the increase paid the following April. Pensions in excess of your Guaranteed Minimum Pension (GMP) that have been in payment for a full year at April will be increased in line with inflation, subject to a cap of 5%. Pensions that had been in payment for less than a full 12 months at April will receive a proportionate increase. Inflation is currently measured against the Retail Prices Index (RPI), although this is subject to the Rules of the Scheme and could be changed.

If you reached State Pension age before 6 April 2016 the government will pay the increases on your GMP built up before 6 April 1988. The Scheme will pay increases on the GMP element of your Scheme pension built up after 5 April 1988, in line with orders published by the government, up to 3% each year. Any increase above 3% on the GMP you built up after 5 April 1988 will be paid by the government. Increases paid by the government will be paid along with your basic State Pension and any additional State Pension you receive.

If your State Pension age is on or after 6 April 2016, the Scheme will pay increases on the GMP element of your Scheme pension built up after 5 April 1988, in line with orders published by the government, up to 3% each year. As a result of changes made by the government, no increases will be paid on the GMP element of your Scheme pension built up before 6 April 1988.



Other information

State Pensions

For those who reached State Pension Age before 6 April 2016

For those who reached State Pension Age before 6 April 2016, the State Pension is made up of two parts:

- 1. Basic State Pension (BSP)**
a flat rate pension paid to everyone who has paid the required National Insurance (NI) contributions.
- 2. Additional State Pension**
an earnings related pension, now known as the State Second Pension (S2P) but previously known as the State Earnings Related Pension Scheme (SERPS). This is calculated for each individual depending broadly on the amount of NI contributions the individual has paid during his or her working lifetime.

As a **Section C member**, up to 6 April 2009 your employment was contracted out of S2P. This means that both you and BT effectively paid lower NI contributions and you did not build up any additional State Pension (except for a small top-up available to certain individuals since 2002).

For those who reach State Pension Age on or after 6 April 2016

For those reaching State Pension Age on or after 6 April 2016, the State Pension will no longer be calculated using the Basic State Pension and the Additional State

Pension. These elements will be replaced by a new State Pension (the single-tier pension).

For Pensionable Service built up before 6 April 1997

The Guaranteed Minimum Pension (GMP) is the minimum pension which must be provided to you by the Scheme. It is broadly equivalent to the pension you would have earned from the State had you not been contracted out of the State Earnings Related Pension Scheme (SERPS) at any time between 6 April 1978 and 5 April 1997.

On your death, your Spouse/ Civil partner or Nominated Dependant will receive a pension at least equal to half your own GMP.

For Pensionable Service built up between 6 April 1997 and 5 April 2009

During this period the Scheme's Actuary had to certify that the Scheme provided a certain minimum level of benefit. In practice, in almost all circumstances, the benefits provided by the Scheme were significantly better than would otherwise have been expected had your employment not been contracted out of S2P between 6 April 1997 and 5 April 2009.

On 5 April 2009 your employment stopped being contracted out of S2P.



State Pension forecast

You can obtain a pensions forecast of your State Pension benefits by contacting The Pension Service at www.thepensionservice.gov.uk. Active members' BT Pension Scheme Annual Benefit Statement will also include a State Pension forecast provided you have not opted out of this facility.

Part-time employees

If you work part time, or have had any period of part time Pensionable Service, your part time Pensionable Service before 1 April 2009 builds up as a proportion of the equivalent full time service, and is calculated on your equivalent full time Pensionable Salary. Service from 1 April 2009 builds up on a CARE basis and will be calculated on your actual Pensionable Salary.

Any lump sum death in service benefit will be calculated on your actual Pensionable Salary.

Use of benefits as security

You cannot charge or assign your Scheme benefits (present or future) as security or collateral for any mortgage, loan or debt. Any attempt to do so could result in those benefits ceasing to be payable.

Privacy notice

The Trustee of the BT Pension Scheme is the "data controller" of your personal data for the purpose of the UK Data Protection Act 1998. Please note that the Trustee may use personal information about you and your dependants for reasons connected to its administration of the Scheme (including, for example, the calculation and payment of benefits) and the putting in place of appropriate insurance to provide long term protection and income to the Scheme.

The Trustee may disclose personal information about you and your dependants to members of its group of companies, professional advisors (such as Willis Towers Watson and the Scheme Actuary) who in certain circumstances will also be 'data controllers', service providers, administrators (such as BT Pensions Scheme Management Limited and Accenture), BT plc (as the sponsoring employer of the Scheme) and members of its group of companies, and insurance companies (such as Prudential Insurance Company of America), as may be necessary or desirable to administer the Scheme and/or comply with contractual obligations relating to it. This may require the personal information to be sent to, and stored or processed at, a country outside of the European Economic Area. Where the country to which the personal information is transferred may not offer an equivalent level of protection for personal information to the laws of the UK, we will take reasonable steps to ensure that the personal information is treated securely.



Help and advice

Complaints procedure

The Trustee and Accenture aim to run the Scheme to the highest standards, but there may be times when you are unhappy about something concerning your benefits or the Scheme in general. Accenture can sort out most enquiries and should be your first port of call.

However, if you have a serious disagreement with the Trustee or the administrators of the Scheme which hasn't been resolved by Accenture, you may want to consider making a formal complaint through the internal dispute resolution procedure (IDRP). There are two stages to the procedure.

1 Referral to the Secretariat to the Trustee of the Scheme

Write to Accenture (see "Useful names and addresses" section of this booklet). You will need to include your full name, address, date of birth, pension reference number and why you are unhappy. You will normally receive a written response within four months.

2 Referral to the Trustee

If you want to take the matter further, you can appeal to the Trustee within six months of the date of your State 1 response by writing to the Trustee setting out why you are appealing and providing copies of any relevant correspondence so far. You will receive a written response within four months.

You can get a copy of the full procedure from Accenture or the BT Pension Scheme website.



Independent Financial Advice

By law, the Trustee, BT and Accenture cannot give you financial advice. If you are uncertain about your options you may wish to seek independent financial advice. The Money Advice Service website contains a guide to choosing an independent financial advisor (IFA)

<https://www.moneyadvice.org.uk/en/articles/choosing-a-financial-adviser>

Useful names and addresses

Accenture

Accenture are the administrators to the BT Pension Scheme.

BT Pension Scheme
Accenture
Venture House
Venture Way
Chesterfield
S41 8NR

Phone Peopline:

from UK 0800 731 1919
from outside UK +44 (0)203 023 3420

e bt pensions@accenture.com

w www.btpensions.net

The Money Advice Service

You can find independent information on personal finance, including pensions at www.moneyadvice.service.org.uk

The Pensions Advisory Service (TPAS)

TPAS is able to offer free and impartial guidance on your pension including helping you if you have a problem with your pension.

The Pensions Advisory Service
11 Belgrave Road
London
SW1V 1RB

Helpline 0300 123 1047

e enquiries@pensionsadvisoryservice.org.uk

w pensionsadvisoryservice.org.uk

The Pensions Ombudsman

The Pensions Ombudsman investigates and decides complaints and disputes of fact or law in relation to the way pension schemes are run. These can be between employers and trustees, or members' disputes that the scheme's own dispute procedure has been unable to resolve.

The Pensions Ombudsman
11 Belgrave Road
London
SW1V 1RB

t 020 7834 9144

e enquiries@pensions-ombudsman.org.uk

The Pensions Regulator

The Pensions Regulator provides practical support for work based pension schemes and their trustees. It also has a range of powers to investigate schemes and take action if it believes there is a threat to a scheme or members' benefits. You can read more about the Pensions Regulator's work on its website.

The Pensions Regulator
Napier House
Trafalgar Place
Brighton
BN1 4DW

t 0870 606 3636

w www.thepensionsregulator.gov.uk

Pension Tracing Service

If you lose contact with former pension schemes, a tracing service run by the Department for Work and Pensions may be able to help you locate your lost pensions and understand what you can do with them.

The service can be contacted at:

Pension Tracing Service
The Pension Service
Tyneview Park
Whitley Road
Newcastle upon Tyne
NE98 1BA

t 0845 600 2537

w www.thepensionservice.gov.uk

Pension Wise

Pension Wise is a government service offering free, impartial guidance around the options you have with respect to your DC pension savings including AVCs, the implications of each option, and how to get the best deal. You can access this at:

w www.pensionwise.gov.uk

t 0800 138 3944 (to book an appointment)

The Trustee

BT Pension Scheme Trustees Ltd
One America Square
17 Crosswall
London
EC3N 2LB

Additional booklets and forms

The following booklets and forms are available through the Pensions Portal or the BT Pension Scheme website:

- Additional Voluntary Contributions (AVCs) options at retirement guide;
- Adult Dependant Nomination form; and
- Expression of Wish form for the payment of Lump Sum Death Benefits.

You also have the right to request a copy of the Scheme's Rules and of the BT Pension Scheme annual report. A copy of the latest Report and Accounts is on the Scheme website. Alternatively, please contact Accenture if you would like a copy of this document.



“ A copy of the latest Report and Accounts is on the BT Pension Scheme website. ”

Glossary

The following terms are used throughout the document and the meanings given below should be referred to wherever necessary.

Annual Allowance	This is the maximum amount of pension savings that can build up in a tax year and benefit from tax relief. In the 2017/18 tax year the Annual Allowance is £40,000 for most members, although members with taxable income of £110,000 or more or members who have already accessed some of their pension savings may have a lower Annual Allowance.
BT	British Telecommunications plc. This term also includes any subsidiary or associated company whose employees are admitted to the Scheme.
CETV	<p>A Cash Equivalent Transfer Value (CETV) is a cash amount that is intended to reflect the total value of a member's pension benefits in a scheme.</p> <p>A member can opt to take a CETV in respect of all their benefits or just one category of benefits (for example, AVCs). If a member chooses to take a CETV, then the Scheme will pay the CETV directly to the member's chosen pension provider(s) and the Scheme will no longer hold any obligations to the member in respect of the benefits transferred.</p> <p>In order to work out the total value of your pension benefits in the Scheme, we take the annual pension you are entitled to under the Scheme's rules (and any other benefits which might be payable in future, for example, a spouse or dependant's pension) and make an actuarial calculation about how much all of these benefit will cost in total. If you have AVCs, the value of your fund at the time of transfer will also be included in the calculation. Broadly, the total of all of these benefits is your CETV.</p> <p>The actuarial calculation will take into account a number of factors including your age and current financial market conditions. This means that the CETV a member is entitled to will change over time, and could potentially go down as well as up.</p>
Civil partner	A partner of the same sex where the partnership has been legally registered under the provisions of the Civil partnership Act 2004.
Dependent Child/Children	<p>Any child who is dependent on the member and is under the age of 17 or under 23 if in at least 2 years' full-time education or training, or who is physically or mentally incapable of self support.</p> <p>Children include the member's children (whether legitimate or illegitimate), adopted children, step-children and, in certain circumstances, children for whom the member is acting in the position of a parent.</p>
Earnings Cap	A cap on the amount of earnings that can be pensionable under the Scheme that applies in respect of high earners who joined Section C after 31 May 1989. For the 2017/18 tax year the cap is £154,200. This is reviewed each year.
Final Pensionable Salary	Your highest level of Pensionable Salary over any continuous 12 month period in the last 3 years of Scheme membership, subject to the permitted maximum allowed as Pensionable Salary under the Earnings Cap.
Guaranteed Minimum Pension	The minimum pension that must be provided in respect of contracted out National Insurance contributions paid between April 1978 and April 1997.
HMRC	Her Majesty's Revenue and Customs.
Lifetime Allowance	The overall maximum capital amount of pension savings that any one individual can accumulate in all registered pension arrangements that can benefit from tax reliefs. This is £1 million for the tax year 2017/18, but is expected to be increased in line with CPI inflation from 2018/19.

Nominated Dependant	An adult dependant who you have nominated to receive a pension on your death. Such a person must, in the Trustee's opinion, be wholly or partly financially dependent on you. You may only make a nomination if you are not married or in a civil partnership. This term is also used to describe an adult dependant who was not nominated but who was, in the Trustee's opinion, wholly or financially dependent on you and who the Trustee, in accordance with procedures agreed with BT, decide to treat as though they had been nominated.
Normal Pension Age	Age 65. Although Normal Pension Age is 65 in respect of all your benefits, please note that, in respect of the benefits you have built up before 1 April 2009, these will be treated as if Normal Pension Age was age 60.
Pensionable Salary	Your basic annual pay including any London Weighting and certain other allowances but excluding overtime.
Pensionable Service	Most of your benefits are based on your Pensionable Service which normally comprises your service whilst a member of the Scheme plus any service purchased within the Scheme by payment of a transfer value from another scheme (plus any Added Years for former Section B members). Pensionable Service is calculated using completed years and days.
S2P	State Second Pension (previously known as SERPS).
Scheme	BT Pension Scheme.
Spouse	Your legal wife or husband at the date of death (i.e. widow or widower).