



Service and Fee Schedule
Pension Member Services
Retirement Income Review

Introduction

This document is designed as a formal agreement between Wingate Benefit Solutions and you for the provision of our Retirement Income Review Service which is available to active members of your current employer's pension scheme.

The service will assess the information you provide on the pension plans you hold. This will enable us to provide you with a report confirming an estimate of the annual income these pensions could provide compared to the income you would like to have in retirement.

We aim to be as transparent as possible when it comes to our services and remuneration and this document clarifies the services we will deliver and the associated costs.

Our Process

The process is delivered in three stages;

Stage 1 – Completing our questionnaire

You will need to complete our Retirement Income Review Questionnaire, which is available on our website at wingatebs.com under Employee Services / Employee Questionnaires / Retirement Income Review (www.wingatebs.com/employee-services/questionnaires/retirement-income-review)

It is important you complete the questionnaire fully. The more accurate the information you provide the more realistic and as such useful the report we produce will be. For example, if applicable please contact your existing pension plan providers and obtain an up to date valuation to input into the questionnaire.

If you have any questions when completing the form, please contact our team who will be happy to assist.

Stage 2 – Research

We will review your completed questionnaire and forecast the annual income and tax free lump sum benefits these could provide at your preferred retirement date.

We will also assess how these benefits compare with the level of income you are targeting to receive in retirement. In the event there is a shortfall between the forecast income and your target we will calculate the estimated additional contributions required to achieve your target.

Stage 3 – Reporting to you

Once the research has been completed, we will prepare and issue a Retirement Income Report to you by email.

In view of the personal information contained in the report, we would prefer to issue this to a personal email address which you can provide on the questionnaire.

Please note that once we have issued our report, we will take no further action. If you wish to amend the contributions you are making to your pension you will need to instruct your employer accordingly. If you wish to discuss the content of the report, you should contact us.

Ongoing Advice

Our service under this agreement is restricted to the provision of your Retirement Income Report and does **not** extend to include an ongoing review service.

As such we will not continue to review your forecast retirement income. You can however approach us to complete another review at anytime, subject to the terms and conditions of your employer's agreement with us at that time. You can check this with your employer or directly with us at anytime.

In the event you would like to receive an ongoing review service on your pension and this is not provided as part of our service agreement with your employer, we can refer you to our sister company, Wingate Financial Planning who will provide details of the services they are able to offer and the associated costs.

How we are paid for this service

The service provided under this Service and Fee Schedule are covered by a fee agreement between us and your employer. You do not have to pay us any fees for this service.

Your Consent and Agreement to Proceed

I confirm that Wingate's Retirement Income Review Service has been fully explained to me and I understand this service is limited to assessing the details I provide on my various pension plans in order to receive an estimate of the annual income these will provide at my preferred retirement date.

The service will compare the forecast income benefits with the level of income I am targeting to receive in retirement and in the event of a shortfall, the report will confirm the estimated additional contributions that is likely to be required to achieve my income target.

I accept that following the issue of the report, no further action will be taken by Wingate Benefit Solutions and should I wish to make changes to my pension plans or the level of contributions being made, I will need to instruct my employer accordingly.

I have received, read and understood Wingate's Service and Fee Schedule for the Retirement Income Review service, Privacy Statement and Client Agreement documents and are happy to proceed on the terms detailed.

Client signature:

Client name:

Date:



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