



Pace DC Factsheet

Co-op Section

Pace DC is the pension scheme for Co-op colleagues. This factsheet tells you how Pace DC works and where to find more information.

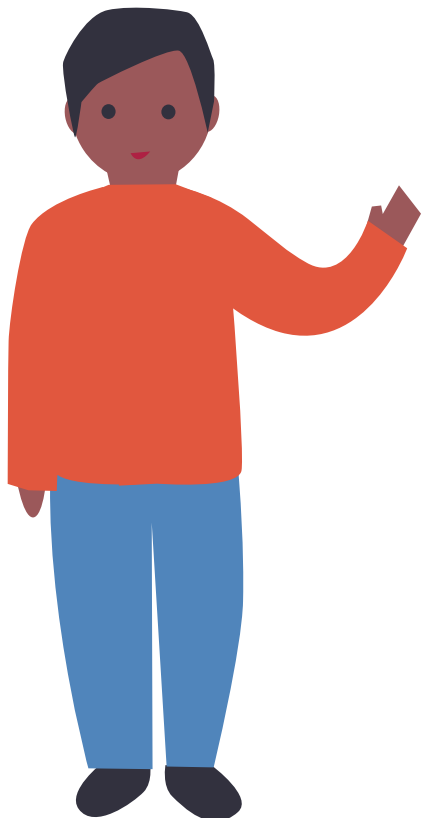


This factsheet is for members of The Co-op Section of Pace. If you're a member of The Co-operative Bank Section, you should visit the Bank's pensions website at www.co-operativebank.co.uk/pensions for pension information that's relevant to you.

Meet Mark

Mark earns £15,000 a year and joined Pace DC when he started working for The Co-op. Mark contributes 2% of his Pay and The Co-op adds 3%. In line with the current rules of Pace DC, in April 2019 Mark's contributions automatically increase to 3% and The Co-op contributes 5%.

Mark chooses where to invest his account and, depending on investment performance, his account changes value. When Mark retires, his account is worth £25,000. Mark uses his account to provide him with a lump sum of which 25% is tax-free.



How Pace DC works

1. You can choose how much to pay into Pace DC depending on what's best for you and if you want to save more for retirement. If you pay more, so will The Co-op - up to 10% of your pay.
2. Contributions from you and The Co-op are made to your account each month.
3. Your account is invested and could increase in value over time, depending on the performance of your investments.
4. At retirement, you use the value of your account to provide an income or lump sum.
5. Based on current tax rules, you could take up to 25% of the value of your account as a tax-free lump sum and use the rest to provide an income or taxable lump sum. The greater the value of your account, the higher the income or lump sum you will receive.

Watch the video on how Pace DC works at <https://pensions.coop.co.uk/im-in-pace-dc/how-pace-dc-works/>

What does 'defined contribution' DC mean?

This is a type of pension arrangement where the benefits you receive at retirement will depend on the contributions paid into your account and investment returns.

Contribution rates (% of Pay)		
You pay	The Co-op pays	Total
1%	2%	3%
2%*	3%	5%
3%*	5%	8%
4%	8%	12%
5%	10%	15%
6%	10%	16%
7%	10%	17%
8%	10%	18%
9%	10%	19%
10%	10%	20%

* If you join today, your starting contribution will be 2% of Pay and The Co-op will pay 3% of your Pay. You can change to a different contribution level at any time. Under the current Pace Rules, the starting contribution will be 3% from April 2019.

If you don't think you can afford the minimum contribution, once you're a member you can choose to pay in a lower amount (1% of Pay), so that at least you're making some savings for the future.

Additional Voluntary Contributions (AVCs)

You can pay more than 10% of your Pay into Pace DC if you want to build up a bigger fund. You can decide how much to pay and you can also vary your AVCs. You also benefit from tax relief on your AVCs (up to a certain limit). Remember, you can contribute up to 10% of your Pay as 'ordinary' contributions through salary sacrifice. Please refer to the [AVC factsheet](#) for more information on AVCs.

Pay

Pay means your basic pay, plus overtime and any other payments that are pensionable, excluding any bonus payments. It is also sometimes called 'pensionable earnings'.

The **DC pension modeller** can show you how much it costs to be in Pace DC and how much The Co-op pays in to help you save. Go to coop.co.uk/dcm modeller

Joining Pace DC

Why should I join?

Retirement may seem like a long way off, but everyone needs money for when they stop working, so saving for retirement is important. The State Pension will only provide for your most basic needs so The Co-op offers you a flexible and affordable pension arrangement, called Pace DC, to help you save more for when you retire. You can join Pace DC as soon as you start employment with The Co-op.

If you meet certain criteria to do with your age and the amount you earn, you may be automatically enrolled into Pace DC.

Pace DC is easy to join, it probably costs less than you think - and comes with some great extras, such as financial benefits for your family if you die. What's more, when you join Pace DC, The Co-op will also pay into your pension.

What it costs

There are a range of contribution options and these are shown in the table on **page 3**. The Government has said that the minimum total contribution to a pension arrangement provided by a company such as The Co-op has to gradually increase to help people save more for their retirement. The Co-op supports this and is paying more than the Government requires.

If you don't think you can afford the minimum contribution, you can choose to pay in a lower amount (1% of Pay), so that at least you're making some savings for the future.

The **DC pension modeller** can show you how much it costs to be in Pace DC and how much The Co-op pays in to help you save. Go to coop.co.uk/dcm modeller

What membership options do I have?

You can change your contribution rate in Pace DC at any time by completing the **Increase or decrease my contributions form**.

Why would I pay more into Pace DC?

1. The more you pay, the more The Co-op pays into your account (up to a maximum of 10%), so you build up more money for your retirement.
2. With a DC scheme such as Pace DC, the more you pay in, the higher your benefits in retirement are likely to be.
3. If you pay 4% or more and you were to die, your partner or dependants would receive a death in service lump sum of 3 x Salary.

What happens to my contributions?

- Your contributions and The Co-op's are paid into an account in your name, which is administered by Legal & General.
- You get tax relief on your contributions - this means that some of the money that you would have paid to the Government as income tax gets paid into Pace DC instead. Also, contributions are usually paid through 'NICE Pensions', an arrangement that means you make national insurance savings. Read the **NICE Pensions factsheet** for more information.
- Your contributions and The Co-op's are invested and could increase in value over time, depending on the performance of your investments.
- If you are lower or nil rate taxpayer, as your earnings are below the starting rate for income tax you will not receive tax relief from the government on your payments. However, this doesn't affect the amount that is paid into your pension and you'll continue to benefit from the money that The Co-op pays in.

At retirement

Following new rules introduced from April 2015, there are three ways in which you can use the money in your account at retirement:

- You can take all of your account as a lump sum - 25% will be paid tax-free and the rest will be taxed at your highest rate of income tax.
- You can use your account to buy a regular income, which is called an annuity. If you want to you can take up to 25% of your account as tax-free cash and use the rest to buy an annuity.
- You can leave some or all of your account invested and take sums of money directly from it, instead of taking one lump sum payment. This option is sometimes known as 'drawdown'. The first 25% of your account will be paid tax-free and the rest is taxed as income. This is not currently an option provided directly by Pace DC. If you wish to choose this option, you'll need to transfer your Pace DC account to another pension provider who is able to offer this option.

How much will my fund be worth?

This depends on a lot of different factors, but the main ones are:

- how much money is paid into your account, and
- how well your investments perform.

The **DC pension modeller** can show you the effect that changing your contributions or the date you retire might have on the benefits you could get at retirement. Go to coop.co.uk/dcm modeller

The normal pension age for Pace DC is 65. You can retire from age 55, or keep working past age 65 if you want to, but you should tell Legal & General if you plan to do either of these, because it could change how your money is invested.

Other benefits

What other benefits do I get from joining Pace DC?

- If you die before retirement, your account will be paid to your beneficiaries - usually as a lump sum.
- If you are contributing to Pace DC when you die, a death in service lump sum is payable of either 1 x Salary (if you pay 3% or less), or 3 x Salary (if you pay 4% or more).
- Death benefits after retirement depend on how you choose to take your pension at retirement.
- If you become seriously ill, you may be able to use your account to provide benefits before age 55.
- If you leave, you won't lose the money you have paid into Pace DC. Your options if you leave depend on how long you were a member of Pace - see Section 7 of the **Pace DC pension guide**.

There is lots more information on the Co-op's pensions website:
coop.co.uk/pensions



Investments

How do I invest my account?

In Pace DC, you can choose how your account is invested, from a range of funds selected by the Trustees. Pace DC offers three Target options which are designed to be appropriate for the different retirement options you can take from Pace DC.

If you don't want to invest in one of the Target options you can select your own investment options from a range of funds. You can find out more in the [Pace DC fund guide](#) available at coop.co.uk/pensions

What charges apply to my account?

The Pace Trustees have negotiated very competitive charges with Legal & General for administering and investing your account. For more information on charges see the [Pace DC fund guide](#).

How do I manage my account?

You can see your current fund value and change your investment choices, by going to coop.co.uk/pensions and clicking on **Manage your Account**.

Will I get a State Pension?

Yes, your State Pension will not be affected by you being a member of Pace DC, and you'll continue to build up your State benefits while you are a member.

Who manages Pace?

The Pace Trustees make sure that Pace is run properly and they've chosen Legal & General to administer Pace DC. Legal & General make sure that your contributions are paid into your account and invested, and are your main contact if you have any questions.



Find out more

Where can I find out more?

The Co-op's pensions website coop.co.uk/pensions also has lots of useful information and tools. For example, you can go online to see the current value of your account, change your investment choices and see fund factsheets for each of the investment funds. The [Pace DC pension guide](#) and the [Pace DC fund guide](#) go into more detail on all of the points in this factsheet and there are factsheets on other topics, some of which have been mentioned here.

Whenever you contact Legal & General, please quote your national insurance number which can be found on your payslip. If you're writing to Legal & General, you will need to refer to Pace or The Co-op.



What is the Pension Quality Mark Plus?

Pace has been awarded the Pension Quality Mark (PQM) Plus by the Pensions and Lifetime Savings Association (PLSA), which is the highest standard that can be achieved by PQM. In order to achieve this prestigious award, the PLSA had to be satisfied that Pace meets certain contribution requirements, is well managed, and has good member communications.

If you don't have internet access, you can ask Legal & General to send you more information.

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This factsheet is not intended to be a legal promise to members, as it is only a summary of the terms and conditions of Pace. If there is any conflict between this factsheet and the Rules, the Rules (as amended from time to time) will be overriding. If you want to see a copy of the Rules, or have any questions concerning the contents of this factsheet, please contact Legal & General.

