

## **Payment of Pension**

Pensions are paid monthly on the 18<sup>th</sup> day of each month. Payments are made by direct transfer to your chosen UK bank, building society or GIRO account. If the 18<sup>th</sup> is a Saturday, Sunday or public holiday, we'll ensure your pension is paid early on the last working day before the 18<sup>th</sup>.

## **Pension Payslips**

Payslips are only issued if there is a change in your monthly net payment of more than £1. You can request to receive monthly paper payslips by contacting the Pension Payroll department, it helps to mention your Pension Payroll Number. Contact details are:

Payroll Department  
Fujitsu  
14 Cavendish Road  
Stevenage  
Hertfordshire  
SG1 2DY

Telephone: +44 (0)123 579 7766

Email: [payroll@uk.fujitsu.com](mailto:payroll@uk.fujitsu.com)

Pension Payslips will be sent to your home address. Note if you do need a specific payslip at any time you can request it by contacting the Payroll department.

## **Income Tax**

Your pension does form part of your taxable income and tax is deducted at source.

If you've any questions about your tax code or the amount of tax deducted from your pension, you should contact the tax office shown below. By law, the Pensions Payroll Department can only apply tax codes as instructed by the tax office and is therefore unable to resolve any queries or disputes you may have regarding your tax code.

When contacting the HM Revenue & Customs (HMRC), you should quote your full name and National Insurance number. Tax Office address & contact details are:

HM Revenue & Customs  
Wear and South Tyne Area  
Gilbridge House  
High Street West  
Sunderland  
Tyne & Wear  
SR1 3HL

Reference: 465 / 1318

Telephone: 0300 200 3300  
Outside UK: +44 135 535 9022

Web: [www.hmrc.gov.uk](http://www.hmrc.gov.uk)

There are also national help lines for:

Tax Credits: 0345 300 3900

Child Benefit: 0300 200 3100

Self Assessment: 0300 200 3310

**P45/P46**

Your pension does form part of your taxable income and tax is deducted at source. When you leave Fujitsu you will be sent a P45. If you send your P45 to the Pensions Dept (assuming you have not already done so) we will use the tax coding against your pension and submit the P45 to the Tax Office for you. If you don't have a P45 can you please complete a P46 and return to us.

If we do not receive a P45 / P46 from you before your first pension payment, your pension will be taxed at basic rate until we receive a tax form from the tax office.

**P60**

In May each year you will receive a P60, this is a certificate showing your Gross Pension & income tax paid during the tax year. This is normally the same figures as shown in the year to date boxes on your March Pension payslip. You should keep the P60 safe, as unfortunately it is not possible to issue a copy P60. You can also view your P60 on-line under Member Documents.

**Change of Address**

Please let us know if you move house or change your contact details (email address, telephone no. etc) - you can advise the Pensions Department online. To notify us of an address change, use the Personal Details page to amend you address.

The Pensions Department will confirm the change. Changes of address made on the website before the 1<sup>st</sup> of the month will be applied for that month's payslip.

Alternatively, you can notify us of an address change in writing.

You can also update your communication preference on-line on the Personal Details page, (change contact details)

**Change of Bank Details**

If you want to change the Bank account that your pension is paid in to each month, please advise the Pensions Department in writing with full details (Surname, Initials, Pension No, Bank Name & address, Sort Code & Account No.).

Please note any change in bank details will require a wet signature.

**Contact the Pensions Department**

Pension Department  
Fujitsu  
Lovelace Road  
Bracknell  
Berkshire  
RG12 8SN

Tel No. +44 (0)123 579 7788

Email: [group.pensions@uk.fujitsu.com](mailto:group.pensions@uk.fujitsu.com)