

Payment of Pension

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

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.

Monthly Pension Payslips are also published on Member Self Service (MSS, Documents)

Contact details are:

Payroll Department Fujitsu 14 Cavendish Road Stevenage Hertfordshire SG1 2DY	Telephone: +44 (0)208 052 5155 Email: payroll@uk.fujitsu.com
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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
There are also national help lines for:	
Tax Credits: 0345 300 3900 Child Benefit: 0300 200 3100 Self Assessment: 0300 200 3310	

P45

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 we do not receive a P45 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 My 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 on-line (MSS). To notify us of an address change, use the MSS Personal Details page to amend you address.

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

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

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 use the MSS Change Bank Details facility or advise the Pensions Department with full details (Surname, Initials, Pension No, Bank Name & address, Sort Code & Account No.). If you email, please ensure any bank details are attached & are p/w protected.

Please note any change in bank details will require to be authenticated.

Contact the Pensions Department

Pension Department Fujitsu Lovelace Road Bracknell Berkshire RG12 8SN	Tel No. +44 (0)208 052 5156 Email: group.pensions@uk.fujitsu.com Web: https://fujitsu.pensiondetails.co.uk/
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