

Is there a **lost pension** with **your name** on it?

Pension providers are sitting on billions of pounds of unclaimed pension money because they can't get in touch with the owners. Experts estimate there could be £19.4 billion of lost pension treasure out there. Could some of it be yours?



Cast your mind back
10, 20 or even 30 years



Where were you
working?



Can you remember if there
was a pension scheme?



The provider would
normally send you
a statement every
year but...



How many
times have you
moved home
since then?



Did you tell
your pension
providers your
new address?



It's estimated that
only 1 in every 25
people remember
to do this

Pension Tracing Checklist

Track down your lost pensions with our handy checklist – designed to help you find any lost pension treasure. You can download it or print it, and tick off the steps as you work through them.

Stage



Retrace your steps

Retrace your career steps

Fish out your old CVs or head down memory lane – and list all the places you've worked in the past, and roughly how long you worked there.

Search your old papers

Search through your paperwork for old pension papers. Do you have a pension statement for each place you've worked at? And did you ever have a separate personal pension? Have a good hunt.

Tip!

Take your time. Finding an old pension is like paying yourself money you didn't know you had – so search carefully through your old paperwork.

Sense check

For each of your pension pots you have information on, check whether your contact details are up-to-date.

If not, find the provider's contact details so you can get in touch and update your own contact details. You can also ask for an up-to-date statement.

Tip!

Some pension providers have been taken over by other companies – so you may need to find out what company they're part of now. Try an online search with the name of the provider you have to see if another company name comes up. You can also try [Companies House](#).

Your notes:

Stage



Do the detective work

If you've spotted any gaps in your pension history, it's time to do some detective work. Be patient. Lots of companies have changed their names and addresses over the years. It may take a bit of detective work to find out what they're called now, if they've merged or been taken over by another provider.

Find the contact details

For jobs that you don't have a pension statement for, try to find contact details for the pension provider from that workplace scheme. You can:

- call, email or write to the employer's HR department, and/or
- use the government's [Pension Tracing Service](#) (remember you can watch our quick and easy step-by-step video on how to use it)

Tip!

- **If you can't find your old employer, get online.** Employers who have changed their name or merged with another organisation may still show up in a search. Try [Companies House](#) – it lists companies' previous names with their current registered office address. Or, if you worked for a charity, search the [Charities Register](#).

Get in touch

Now it's time to get in touch with the provider and check if they've got any record of a pension plan for you.

If they don't, at least you've checked. Tick that one off and move on.

If they do:

- Check you didn't transfer out to another pension
- Find out how much is in the pot and ask for an up-to-date statement
- Give them your contact details so they can keep in touch in future
- Ask if you can register to access your pension information online
- Celebrate! You've found treasure.

Tips!

Be thorough. Remember, there could be **£19.4 billion** out there in unclaimed pension pots – an average of around **£13,000 per pot**. Some of that money could be yours. Check all the details, follow up all the clues.

Don't give up! If you don't hear back from a company or pension provider in a couple of weeks, put a reminder in your phone or calendar to chase them and follow up. Your time could be a good investment if it results in you finding lost treasure!

Stage



Build on your retirement vision

Once you've found where all your missing pension pieces are, it's time to build them into your retirement vision.

Your retirement age

Check what retirement age each pension provider has for you. Is it in line with when you plan to start taking your benefits?

If not, ask your pension providers about changing your target retirement age (or you may be able to do this online, depending on what your providers offer). Remember to check with each provider you've got a pension with.

Investment and risk

Check how each pension pot is currently invested. Do the investment choices need changing to reflect how you feel about investment risk, and your retirement vision?

Note

This only applies to defined contribution or DC pensions, which grow from contributions and investments. There won't be investment choices if it's defined benefit or DB, based on your salary and how long you built up the pension. Your provider will be able to tell you what sort of pension it is.

Ask your pension providers about the investment options that are available to you. Remember to check with each provider you've got a pension with.

Protecting your loved ones

Fill in an expression of wish form (which may also be called a 'nomination' or 'nomination of beneficiaries' form) for each of your pensions. This form names the people (or organisations) you'd like to get the benefits that would be paid if you die before you start taking them.

Ask your pension providers about naming people to receive your benefits. Remember to check with each provider you've got a pension with.

Stage



Build on your retirement vision

Making a pension collection

Think about collecting all your pensions together in one place. This is known as 'consolidation'.

Why it's worth considering

- It may be helpful to have everything in one place. You'd be able to see exactly how much you've got and it could make your pension easier to manage.
- You pay charges to pension providers. These charges vary, so you may be able to collect all your pensions together in a provider with a lower charge – saving you money.
- You might even find you've got more choices when you retire.

But beware

Consolidation may not be right for you if some of your pensions have promises or guarantees you'd lose if you transferred them.



**Happy
hunting!**

And remember, there's lots more information on the **National Pension Tracing Day** website.

Tell your family and friends and get them on board hunting for lost pensions too.

#WheresMyPension
#NationalPensionTracingDay
#GreatPensionTreasureHunt