



FRS Interviewer Guide to

Savings



Mortgages



Pensions



Benefits and Tax Credits



Note: this Guide is for interviewer use only. It is not intended to be an authoritative statement on savings, mortgages, pensions or benefits; but has been designed to give FRS interviewers a basic picture of the things they will be talking about as part of the survey.

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SAVINGS AND INVESTMENTS



The FRS asks adults about all liquid assets, that is, money held in accounts and investments, because these financial holdings can affect people's eligibility for means-tested benefits. There are a huge variety of financial products available. For convenience, the FRS distinguishes three main types:

Accounts	Cash holdings for day to day use and for longer term savings
Investments	Investments in the financial markets, e.g. ISAs, Unit Trusts, stocks and shares
National Savings & Investments (NS&I)	Investments issued by National Savings and Investments

After Tax or Before Tax?

Accounts and investments typically pay interest after tax ('net of tax'). In such circumstances, the bank, building society, supermarket/ store, investment fund, etc. will deduct the tax due and pay it directly to HM Revenue and Customs. Sometimes the interest after tax may not be separately identified on a statement/ passbook.

Although the gross interest and the tax deducted will be shown, the net interest will not. There is a question on the FRS which covers the different possibilities and asks whether interest recorded is 1) after tax, 2) before tax but tax has been/will be paid, or 3) before tax because the person is a non-taxpayer.

Most National Savings & Investments (formerly National Savings) products pay interest before tax ('gross'), i.e. without deduction of tax. A few products are not subject to tax at all (tax-free): e.g. the ISA, Premium Bonds and Savings Certificates.

Non-taxpayers, e.g. children, students, non-working spouses, and some retired people, can fill in a special form to register their accounts with HM Revenue and Customs, and thereby receive the interest gross of tax (National Savings and Investments is not part of this scheme). With other investments, or on accounts that haven't been registered, non-taxpayers may be able to claim back the tax deducted from HM Revenue and Customs.

A Note on 'Bonds'

There are at least 3 financial products called 'bonds'. Best-known are *National Savings & Investments products*, such as Income Bonds, Guaranteed Income Bonds, Guaranteed Growth Bonds, and Children's Bonus Bonds (now called Children's Bonds). On FRS these are recorded separately from other investments.

Friendly societies, insurance companies and banks and building societies issue 'bonds', whereby sums are deposited, long-term, to earn high rates of interest. On FRS these are not counted as investments as they cannot be bought and sold on the financial market, and so are included with bank/building society, etc. savings accounts.

Less common are bonds issued by *private companies ('corporate bonds'), foreign governments, local authorities and others* in order to raise money. They are counted as investments on FRS, along with other holdings of stocks, shares, etc. as investors can usually trade these securities on the financial market.

A Note on the Child Trust Fund (CTF)

Introduced in April 2005, the CTF is a long term investment and savings account for children born between 1 September 2002 and 2 January 2011. Eligible children receive a voucher which must be paid into one of three different types of account with a bank, building society or stockbroker. A further payment is received when the child turns seven. Additional funds can be added up to a limit of £3,600 per annum and interest is credited tax free.

All Child Trust Fund providers offer Stakeholder accounts. They may also offer non-stakeholder shares accounts or non-stakeholder savings accounts.

ACCOUNTS

Current Account with Bank, Building Society, Supermarket/ Store or other organisation.

Such an account is used for day to day transactions and will have a cheque book and generally offers both the facility to withdraw cash by means of a card and an overdraft. Internet and telephone accounts should be included. Any interest on such accounts will normally be minimal. The majority of respondents will have a current account.

Basic Bank Account/ Post Office Card Account

From April 2003, many benefits and some tax credits became payable by credit transfer directly into bank or building society accounts. These accounts were introduced to allow those who did not have or want a current account to receive money via direct payment. Basic or Starter Bank Accounts are offered at high street banks and building societies, and the Post Office has introduced the Post Office Card Account for this purpose. These should be coded separately at the

question 'Accounts' but will then be treated in the same manner as current accounts.

National Savings & Investments / Post Office Ordinary Account

From 29 January 2004 no new accounts were allowed to be opened and from 31 July 2004 all existing account holders were asked to transfer their accounts to the Easy Access Savings Account. In 2008 any funds remaining in an Ordinary Account were moved to the Residual Account

National Savings & Investments - Easy Access Savings Account

From 28 November 2011 no new accounts were allowed to be opened, and all existing account holders were asked to transfer their accounts to the NS&I Direct Saver account or the Postal Investment Account. From 27 July 2012 the Easy Access Savings Account fully closed and any funds remaining in the account were moved to the Residual Account.

National Savings & Investments - Investment Account

On 21 May 2012 the Investment Account changed from a passbook account to a postal savings account and account holders could no longer transact in the Post Office. This account has a minimum investment of £20 and maximum holding of £1 million per person. Interest is gross, before tax (but is taxable) and is credited annually on 31 Dec.

National Savings & Investments – Direct Saver

Launched on the 8 March 2010. This account has a minimum investment of £1 and a maximum holding of £2million per person. Interest is gross, before tax (but is taxable) and is credited annually on 31 March.

Tax Exempt Special Savings Account (TESSA)

These accounts ceased to exist from 5 April 2004. From 5 April 1999, the capital from a maturing TESSA could be transferred into a TESSA-ISA (or TOISA).

Although TESSAs can no longer be held, TOISAs still exist and must be counted as an ISA (see below).

Individual Savings Account (ISA)

ISAs are tax exempt savings accounts. They were introduced to replace TESSAs and PEPs, all of which automatically became stocks and shares ISAs in April 2008. Up until 5 April 2005 there were 3 components – cash, securities (stocks and shares, unit trusts, etc.) and life insurance. Following this date the life insurance ISA merged with the stocks and shares leaving two components. These components could be held singly (known as ‘mini ISAs’), or collectively (known as ‘maxi ISAs’). From April 6 2008 ISAs were restructured to remove the distinction between mini and maxi ISAs. Individuals are now able to subscribe to a cash ISA, a stocks and shares ISA or both. All savers have an annual ISA investment allowance of £11,280. Up to £5,640 of that allowance can be saved in cash with one provider. The remainder of the £11,280 can be invested in stocks and shares with either the same or another provider.

TESSA-ISAs (TOISA) could be opened with the capital from a maturing TESSA on an annual basis and did not affect entitlements to other ISAs. As TOISAs can no longer be set up with the withdrawal of TESSAs they should be counted as ISAs. The securities component similarly should be counted as an ISA and not recorded at the question on stock market investments. Any PEPs that are reported by respondents should be recorded as ISAs, as all PEPs have now been converted to stocks and shares ISAs.

Savings or investment account/ bond with a building society, high street bank, supermarket/ store or other organisation

Savings (or 'deposit') accounts/ bonds and investment accounts/ bonds are not normally used for day to day transactions, and typically have a minimum deposit and a period of notice for withdrawals. Interest can be paid yearly, half-yearly, quarterly, or monthly, and will be relative to the amount of money in the account as well as current interest rates.

Credit Unions

Similar to mainstream building societies, members can deposit as much or as little money as they like as often as they wish to. Loans can also be taken out. Dividends are usually paid out annually, typically around 2-3%, but they can be higher (the maximum legal limit is 8%).

INVESTMENTS

Government Gilt-Edged Stock (including War Loan)

'Gilts' raise money for the UK Government by offering a secure ('gilt-edged') investment, usually over a fixed period and with a fixed rate of interest, although some are index-linked. Gilts can be bought and sold. At the end of the fixed term the holder is repaid the original purchase price. Interest is paid half-yearly, before tax, if bought from the National Savings Stock Register. The value of the gilt is its current market price.

For the FRS it is important to get the name of the gilt (e.g. 'Treasury 7.25%') the year in which it will be repaid (called the redemption date) and the period plan. Gilts can be 'shorts' (up to 5 years to redemption date), 'mediums' (5 to 15 years) 'longs' (over 15 years) or undated (no fixed redemption date). The certificates will

give this information. Note: Gilts held in a PEP should be coded as ISAs.

Unit Trusts

Collective funds which allow private investors to pool their money in a single fund, thus spreading their risk, getting the benefit of professional fund management and reducing their dealing costs. Investors buy 'units' of a fund that invests in shares, stocks, gilts, etc. Dividends are paid net of tax, usually half yearly, but some schemes pay a monthly income or reinvest the interest. Investment decisions are made by professional fund managers appointed by the trustees. These managers make annual charges. There are many types of scheme. The value of the units is the amount of money they would raise if they were sold (the 'bid' price). Enter the full name of the company and the investment. Note: a Unit Trust holding via a PEP should be coded as an ISA.

ICVC / OEIC

Investment Companies with Variable Capital (ICVC) and Open Ended Investment Companies (OEIC) should be coded as Unit Trusts/ Investment Trusts. ICVCs replaced OEICs and there is little difference between Unit Trusts and the new ICVCs apart from the structure of the fund and the fact that ICVCs have a single price rather than a bid offer spread.

Investment Trusts

Pooled schemes are similar to Unit Trusts, giving their investors exposure to markets that they may not be able to reach themselves. The difference is that the Trust is a company, and investors hold shares in that company, rather than directly in its various investments. For FRS purposes, the value of a shareholding is its current market price. Note: if held in a PEP, then code under ISA.

Stocks, Shares, Bonds, Debentures, other securities

Types of investment usually bought and sold on the financial market. A **share** is a single unit of ownership in a company. The units are of equal value, hence 'equities'. (Please record whether the shares are 'ordinary' shares or 'preferential' shares to enable the value to be determined). **'Stocks'** is the general term for various types of security issued by companies. **Bonds** and **debentures** are two ways to attract investment in the form of loans: others include unsecured loan stock and convertible loan stock. (Bonds issued by foreign governments and local authorities should also be recorded here.)

Unlike shares, where dividend earnings may fluctuate, bonds give a fixed-interest return. They are issued for a set period, during which time they can be traded by investors; at the end of the period they are redeemed at the original price. Dividends on shares and interest on bonds and other loans are typically paid half-yearly, net of tax. The value of these holdings is their current price on the financial market. Note: if held in a PEP or ISA, then code under **ISA**. Note: A few investors may hold stocks and shares that cannot be publicly traded, e.g. in 'private' companies not listed on the Stock Exchange. If this is the case then enter the price of the investment and the date of purchase at FRS 'Assets' questions.

Miscellaneous

The Moneyspinner Account is a with-profit savings plan available to the police through Police Mutual. Other Police Mutual products include the Gold and Silver accounts and the Platinum Bond.

NATIONAL SAVINGS AND INVESTMENTS

Capital Bonds (NS&I)

Capital Bonds have a minimum purchase of £100 and maximum holding of £1 million. Interest is fixed for 5 years, and is credited annually, gross (before tax), but is taxable. For the FRS it is important to obtain the series number.

Savings Certificates (NS&I)

There are two types of investment for lump sum savings: Fixed Interest and Index-linked certificates (where the value is linked to changes in the Retail Prices Index). These have a minimum investment of £100 and a maximum investment £15,000. –Fixed Interest investments have terms of 2-5 years, Index-linked 3-5 years. The interest on both investments is tax-free.

Pensioners Guaranteed Income Bond (NS&I)

Only available to people over 60 years, this bond pays out monthly interest before tax at a fixed rate for either 1, 2 or 5 years. The interest is taxable and it has a minimum investment £500. Money can be withdrawn early, but there is a 60 or 90 day interest penalty.

Save-As-You-Earn (NS&I/Bank/Building Society)

A government scheme which allows tax concessions to persons making regular savings from their salaries into certain building society, bank and National Savings & Investments accounts. Although National Savings SAYEs were abolished in November 1994, previous schemes remain valid. Bank and building society schemes still exist. Under some of these schemes people can save money to purchase share options tax-free, provided it has been approved by HMRC. Under these schemes you pay a fixed monthly amount over 3, 5 or 7 years with fixed interest.

Premium Bonds (NS&I)

These don't earn interest, but are entered in a monthly draw for tax-free money prizes.

Income Bonds (NS&I)

These bonds have a minimum purchase of £500, and a maximum of £1 million, sole or joint. Interest is paid monthly, before tax (but taxable), into a bank/building society or similar account. On the FRS, please be sure to differentiate clearly between National Savings Income Bonds and National Savings Deposit Bonds.

Deposit Bonds (NS&I)

These were withdrawn from sale in 1988 and the remaining bonds were redeemed in 2002.

Fixed Rate Savings Bonds/FIRST Option Bonds/ Guaranteed Income Bonds/ Guaranteed Growth Bonds (NS&I)

FIRST Option Bonds were replaced with Fixed Rate Savings Bonds in 1999. People who held FIRST Option Bonds from before October 1999 can keep them and receive interest at the rate for a one year Fixed Rate Savings Bond. Fixed Rate Savings Bonds can be purchased with the interest guaranteed for 1, 3 or 5 years. Interest can be credited annually or monthly and is paid into a bank or building society account or added to the value of the bond. The minimum holding is £500 and the maximum holding is £1 million. For the FRS it is important to obtain the month and year of purchase, the issue, the value, the length of period (1,3,5 years) and whether or not interest is paid monthly or accrued to the bond.

In February 2008, Fixed Rate Savings Bonds were re-launched as two distinct investments, the Guaranteed Income Bond and the Guaranteed Growth Bond. People who held a Fixed Rate Savings Bond will have had it

converted into either of these Bonds, depending on whether they chose the income or growth option when they invested.

Yearly Plan (NS&I)

Yearly plan certificates can still be held, though new applications stopped in January 1995. Under the scheme monthly standing order payments of £20 were made (to a max. of £400); after 12 months a Yearly Plan certificate was issued. The certificates earn tax-free interest, paid monthly, and reach maturity value after 4 years. After the 4th year, interest is paid 3-monthly at a lower rate.

Note: Except for Child Trust Funds, children are not asked about individual accounts held or the income from them, just whether they have any savings. They are also asked to give the total amount held (banded) and this will include all types of savings mentioned above, plus Children's Bonus Bonds and Child Trust Funds.

Children's Bonus Bonds (NS&I)

(Nicknamed Baby Bonds) are long term tax free investments for children, with interest rates guaranteed for 5 years at a time, and a special bonus on every fifth anniversary of purchase. Anyone over 16 can buy bonds for anyone under 16. Any sum from £25 to £3,000 can be invested per child in the current issue. The bond will accrue low interest in the early years, but sustain a large 'bonus' on the five year anniversary of purchase or whenever the child reaches 21 years.

From 20 September 2012, these have been renamed Children's Bonds. Any bonds bought, or that will mature and continue to be invested, on or after this date will accrue the same rate of interest for each year of the investment (there is no longer a bonus).

Guaranteed Equity Bonds (NS&I)

A 5-year investment, giving a return linked to the performance of the FTSE. If the FTSE increases in value the investment will increase up to a specified maximum percentage. If it loses value, the investor will get their original sum back, so it offers potential for stock market growth with no risk to capital. These bonds have a minimum investment of £2,000 and a maximum of £1 million.

Endowments not linked to property

Endowments originally taken out to pay for a property can be held solely as an investment (rather than with the intention of paying back a loan on a property). A decline in their value has meant that for many they are not worth enough to pay back a loan on a property.

MORTGAGES



The FRS asks about owned accommodation and mortgages taken out to purchase a property and also re-mortgages. There has been a recent move towards more of the new types of 'flexible' mortgage accounts. This document outlines the different types, and combinations of mortgages (including both the traditional and the new style options) currently available.

Repayment Mortgage

Payments are made that cover both the interest on the loan and the amount borrowed.

Money borrowed is repaid gradually over an agreed period (for e.g. usually 20-25 years, but this can differ). Charges may be applied if the loan is paid off early.

On top of this the interest incurred on the loan outstanding is also paid.

Usually a mortgage protection policy is taken out with an insurance company. This ensures that in the event of a death there is enough money to pay off the outstanding mortgage. This is **NOT**, however, the same as an endowment policy.

Some borrowers may combine a repayment mortgage with an endowment (or interest only) mortgage as a single arrangement, whereby both interest only and interest and capital elements are combined into a single regular payment.

Interest Only Mortgages

Payments are made to the lender to cover only the interest on the loan. In many cases linked investments are taken out to pay back the original amount borrowed when the term ends.

- a) Combined with linked investments, e.g. Unit trust, ISA
OR
- b) No linked investments - will only be paying off the interest on mortgage.

However, some borrowers do not set up an investment or savings scheme.

Pension Mortgage (no longer sold)

The interest on the mortgage is paid to the lender, and in addition a pension is set up into which monthly contributions are paid. The objective is to repay the mortgage with the personal pension plan at the end of the agreed mortgage term.

Endowment Mortgage (no longer sold)

The interest on the mortgage is paid to the lender and in addition a separate endowment policy is arranged, into which contributions are paid. This endowment is then invested in stocks and shares, the value of which can increase or decrease. When the endowment policy matures the money earned is used to pay off the outstanding mortgage in full, though some payments have fallen short of doing so in recent years.

Unit Trust or ISA Mortgages (no longer sold)

In all cases only the interest is paid to the lender.

- i) **Unit trust** - monthly investments are made into a unit trust savings plan. Depending on stock market prices it

may be possible to pay off part of the loan before the final instalment.

ii) **ISA** - again contributions are made.

It is possible to have more than one type of linked investment. For example one could have a combination of ISA's and endowments.

For all of these accounts the aim is to use the investment to pay off the mortgage in full at the end of the agreed period.

Flexible Mortgages

A concept whereby mortgages are not a separate entity from other financial areas such as loans, savings and current account. Flexible mortgages allow more control over how the original loan is paid back. The amount paid each month can change according to personal circumstance, allowing the borrower to tailor repayments to their own needs. It is possible to make lump sum payments, to make overpayments, underpayments or to have payment 'holidays'.

It is also possible to repay the mortgage early, but the total amount borrowed must be paid off in full by the end of the agreed period.

Other features/benefits may include:

- No redemption penalties (for choosing early repayment)
- Current account facilities
- Daily/Monthly calculation of interest (as opposed to annual)

Flexible mortgages can be repayment, endowment or other investments.

All-in-one-Accounts

This is one of the most popular types of flexible mortgage.

There are 2 types of All-In-One accounts;

i) **Current Account Mortgages**, e.g. The One Account (RBS) and NatWest One

This allows all finances to be kept under 'one roof' - rather than having a separate mortgage and current account, both are kept together and the funds in the current account are used to offset the interest of the mortgage balance. So for example

A borrower may have a mortgage balance of £60,000 and £2,000 in the current account (their salary is likely to get paid into this account) so is only charged mortgage interest on £58,000. It's akin to having a huge 'overdraft' that slowly over time gets paid off.

As well as combining the current account with the mortgage, it is also possible to combine savings, credit cards and loans resulting in one overall account with one outstanding balance

ii) **Offset Mortgages**, e.g. Barclays Openplan, HSBC Smart mortgage, Halifax Intelligent Finance

This is similar to the Current Account Mortgage in flexibility.

Again the mortgage interest is calculated based on the overall outstanding balance made up from debits and/or credits acquired from mortgage, loans, current account, savings and credit cards. So it incorporates many of the benefits seen in the all in one accounts. The difference is that although the mortgage is linked to the current

account/other savings, separate accounts are still kept, rather than having one account overall balance.

Money can still be easily transferred between the different parts of the offset mortgage.

Islamic Mortgages

Islamic mortgages allow Muslims obeying Sharia Law to own property. Under Sharia Law, both paying for and receiving interest is forbidden. With these types of mortgages, a property is purchased on behalf of the client, and is leased back to them over a fixed term. Once, the purchase price is paid in full, the property transfers from the lender, to the client.

This type of mortgage should be recorded as 'another type' of mortgage at the question 'MortType'.

Buy-to-let Mortgages

Buy-to-let mortgages are for those properties purchased for investment. Mortgage lenders in the buy-to-let scheme will take account of rental income likely to be achieved from a property.

Do **not** include these in questions about mortgages. The FRS is only interested in mortgages where the respondent is actually resident in the property.

PENSIONS



There are many types of pension schemes with different tax relief and contribution arrangements, and varied ways of building up the pension. Some pension schemes are employer-sponsored, others are set up by an individual in their own right, and a small number are set up on behalf of another family member.

What is a pension?

A pension is a source of regular income to live on in retirement. Most pensions come from the investment growth on the savings and interest payments made into a pension scheme.

While working, you pay part of your wages into the pension fund: these payments are called 'employee contributions'. Employers can also make payments into the pension fund: these are called 'employer contributions'.

There are a number of different types of pension but are classed as either:

- **State pensions** – these include the basic State Pension and the State Second Pension (S2P), (formerly the State Earnings Related Pension Scheme - SERPS).
- **Private or non-state pensions** – these include occupational pensions (also known as work or company pensions) and personal pensions (including stakeholder pensions). People can have several different non-state pensions at once, but they may not be allowed to make contributions to all of them.

The basic State Pension

The basic State Pension is paid by the Government to people who have reached State Pension age. You qualify for it by paying or being credited with National Insurance (NI) contributions, for example, by qualifying for Home Responsibilities Protection (HRP). Most employers take NI contributions out of your wages. If you are self-employed, you are responsible for paying your own NI contributions.

Occupational pensions

An occupational pension scheme is an arrangement an employer makes to give their employees a pension when they retire. Some pension schemes offer other benefits such as life assurance or a pension for dependants when you die.

Occupational pensions are also known as company or workplace pensions. Another term that is sometimes used, particularly for schemes set up before the 1990s, is 'superannuation schemes'.

An occupational pension scheme is connected to your job. Self-employed people are normally not eligible to belong to an occupational pension scheme, the main exceptions being doctors and dentists.

When you leave a job, you may not be able to transfer your occupational pension to your new employer's scheme. If you do not transfer your pension to your new employer, you continue to have entitlements to a pension from your previous employer's scheme. These pension entitlements are usually called 'preserved benefits' or 'deferred rights'.

People who have benefits in a previous employer's occupational pension scheme can join a new employer's

occupational pension scheme, but they cannot continue to pay into the old scheme as well as the new one.

There are two main types of occupational pension:

i) **Defined-benefit (DB) schemes** (also called salary-related pension or superannuation schemes)

In a defined benefit scheme, the pension is based on the number of years you belong to the scheme and how much you earn (for example, your earnings when you retire or leave the scheme, or your earnings in each year of your employment (career average scheme)). Your employer contributes to the scheme and trustees look after scheme members' interests.

Employees often have to pay contributions into the scheme on top of those made by the employer. Some schemes are 'non-contributory': The employee either makes no contributions, or makes a small contribution, typically 1-2% of salary.

ii) **Defined-contribution (DC) schemes** (also called Money purchase schemes)

In a money purchase scheme, employee contributions (together with any employer contributions) are invested and the amount you get when you retire depends on the total amount of money paid into the scheme over the years and how the investment has grown. When you retire, you use the fund to buy an annuity from an insurance company that gives you a regular income, usually payable for the rest of your life.

Generally, both employers and employees pay a regular contribution – usually a percentage of salary, or a fixed amount each week/month. In some schemes, including 'Smart' pensions and some salary-sacrifice schemes, all

contributions are made by the employer and employees don't make any contributions.

Personal pensions

Introduced in 1988, a personal pension is a kind of pension that people set up for themselves, with a pension provider such as a bank, life assurance company or building society. It is entirely your own, which means you can continue to contribute to it if you move jobs. Personal pensions are the most common pension arrangement for people who are self-employed.

Personal pensions are called defined-contribution or DC (also called money purchase schemes). As with occupational DC schemes, the money you save is put into investments such as bonds or stocks and shares and the amount you get when you retire depends on the total amount of money paid into the scheme over the years and how the investment has grown. This fund will then be used to buy an annuity from an insurance company that will give you a regular income when you retire. You can buy an annuity when you are aged 55 to 75.

Group Personal Pensions (GPPs) and Group Stakeholder Pensions (GSHPs)

Some employers who do not offer an occupational pension scheme may arrange for a pension provider to offer their employees a personal pension or stakeholder pension instead. Pensions arranged in this way are called GPPs or GSHPs. The employer may have negotiated special terms with the provider, which means that administration charges are lower than those for individual personal pensions or stakeholder pensions.

Although they are sometimes referred to as company pensions, they are not run by employers and should not

be confused with occupational pensions, which have different tax, benefit and contribution rules.

Some employers do not make contributions to a GPP, but usually both employers and employees pay a regular contribution – usually a percentage of salary, or a fixed amount each week/month.

When you leave your job, you can continue contributing into your GPP or GSHP as a personal pension, but your employer will stop making contributions, and you may lose any special terms that your employer has negotiated for the group scheme.

Group Self-Invested Personal Pension Schemes (GSIPPs)

Some employees have a special type of group personal pension where the employee has direct control over the management of investments (self-invested personal pension or SIPP). Employees manage their own fund by dealing with, and switching, their investments when they choose. They decide which assets are bought, sold or leased and when assets are acquired or disposed of.

Stakeholder Pensions (SHPs)

Introduced in 2001, SHPs are a special type of low-charge personal pension. As with other types of money purchase pensions, the money you save is put into investments such as bonds or stocks and shares and the amount you get when you retire depends on the total amount of money paid into the scheme over the years and how the investment has grown. This fund will then be used to buy an annuity from an insurance company that will give you a regular income when you retire.

SHPs are suitable for people who are self-employed, moderate and low earners, and those who do not have an income of their own but can afford to save for a

pension (e.g. women on a career break). SHPs can also be set up for children.

Like personal pensions, SHPs are sold by insurance companies, banks and building societies, as well as by some trade unions. As with GPPs, employers can make an arrangement with a pension provider and offer their employees a group SHP scheme (GSHP).

There are some differences between SHPs and other types of personal pensions. SHPs have to meet certain standards set by the Government to make sure they offer value for money, flexibility and security:

- The charges are capped;
- There are low minimum payments;
- They are more flexible than many other private pension schemes – you can choose when and how often you pay into the scheme and there are no penalties if you miss a payment; and
- Other people, as well as an employer, can pay into a SHP on your behalf. That means that partners or other family members can help you to save for your retirement.

Note: Some pensions introduced shortly before 2001 adopted SHP standards and were called 'Stakeholder Compliant' pensions. These should be treated as stakeholder pensions in FRS.

Self-Invested Personal Pension Schemes (SIPPs)

SIPPs are a type of personal pension where the person who sets up the pension has control over the management of investments.

SIPPs are designed for people who want to manage their own fund by dealing with, and switching, their investments when they choose. They decide which

assets are bought, sold or leased and when assets are acquired or disposed of.

Retirement Annuity Contracts (RACs)

RACs were pension schemes open to the self-employed and employees who were not members of their employer's occupational pension schemes. These pension arrangements were withdrawn from 1 July 1988 when personal pension schemes were introduced. Although no new RACs can now be set up, some people still have these pension arrangements as individuals who were already contributing to an RAC at that date were permitted to continue to make contributions.

Additional Voluntary Contributions (AVCs) and Free-standing Additional Voluntary Contributions (FSAVCs)

AVCs are employee contributions made by an employee in a salary related occupational scheme. Contributions are paid at a level over and above the normal contributions required by the scheme, and made to obtain additional benefits, usually a higher pension in retirement. FSAVCs are similar, but the employee contributions are paid to a pension provider and are separate from the occupational pension scheme. Benefits paid by the pension provider at retirement come from employee contributions only.

Contracting out

All employees with earnings above an annual Lower Earnings Limit (LEL) are automatically included in the additional State Pension scheme – State Second Pension.

Since 1978, members of an occupational pension that meets certain requirements can 'contract out' of the additional State Pension scheme. Employers and employees pay lower NI contributions, but the

employees get a reduced entitlement to the additional state pension.

Since 1988, employees with a personal pension (or since 2001, a SHP) can also opt to 'contract out' if they think it will give them a higher income, or other benefits, when they retire. They pay standard rate NI contributions, but an annual NI rebate is paid into their personal pension or SHP in addition to other contributions. For some personal pensions, the NI rebate is the only contribution – these are often called 'rebate only' pensions.

Defined benefit pensions in payment which are now paid as annuity

The gradual closure of Defined Benefit pension schemes has meant that an increasing number of DB schemes have transferred their pension liabilities to insurance companies (possibly by means of a buy-out) with the pensioner being paid an annuity by the insurance company.

Note: If an employee has a pension from a previous employer paid by means of an annuity this should be coded as an employer pension.

Useful publications

Further information on pensions can be found on the DirectGov website at www.direct.gov.uk/en/Pensionsandretirementplanning.

www.dwp.gov.uk/policy/pensions-reform/workplace-pension-reforms/automatic-enrolment-pubs/

BENEFITS AND TAX CREDITS

Benefits marked with 'm' are means-tested, where the claimant's (and partner's) earnings, savings and other income (including some benefits), are taken into account. It is the benefit unit that receives the money, so adults in the same benefit unit should not both be in receipt of the same means-tested benefit.

Armed Forces Compensation Scheme (formerly War Disablement Pension)

Payable to members of the Regular & Reserve Forces for service injuries, ill-health and deaths.

Attendance Allowance (AA)

Payable to disabled persons aged 65 or over living at home who need help with personal care because of their illness or disability. There are two rates; a lower rate for attendance during day OR night; and a higher rate for day AND night. Note: people can get AA even if no one is actually providing them with care.

Bereavement Allowance

Payable to widows and widowers who are widowed when aged 45 and over, with no dependent children. The benefit is time-limited and paid for one year only. Those aged 45-54 are paid on an age-related scale and those aged 55 to pension age are paid a flat-rate.

Bereavement Payment

Replaces Widow's Payment. A lump sum of up to £2,000 is paid at the time of bereavement to new widows and widowers.

Bursary fund – 16 to 19 year olds

Paid to eligible students by the school, college or training provider. Students may receive funds to cover the costs

transport, equipment and materials needed for study. Those in care, claiming IS, DLA or ESA may be also able to receive a bursary of £1,200 per year. The 16 to 19 year old Bursary fund is only available for students studying in England.

Carer's Allowance (CA)

A weekly benefit for people earning £100 per week or less after tax, who give regular and substantial care (for 35+ hrs per week) to a severely disabled person who gets either DLA or AA. It has two components, the Allowance itself and the Adult Dependent addition.

Child Benefit

Paid for each child under 16 years of age, or aged 16-19 and still in full-time further (but not higher) education. Two flat rates apply a higher rate for the only/elder/eldest child and lower for each subsequent child.

Child Tax Credit (CTC)

m

A payment to support families with children. The credit is paid directly into the bank or building society account of the person responsible for caring for the children.

Children's Bonus

Recipients of a number of benefits automatically receive this. Note: Children's Bonus should not be recorded anywhere on FRS.

Community Care Grant - Social Fund (CCG)

m

Mainly for priority groups who get income-related benefits e.g. elderly or disabled people and people leaving institutional care. From April 2013, no longer available from DWP. Responsibility for providing Community Care-type grants moved to Local Authorities (in England) / the devolved administrations (in Scotland & Wales).

Council tax reduction (formerly Council Tax Benefit)

Paid by the local authority to the people who are liable for the tax - usually the householder(s). From 2013 this reduction will be administered by local authorities, who have been able to set their own eligibility criteria. CT reduction should not be confused with CT exemptions (e.g. for student households), or discounts (e.g. for one-adult households). For tenants in multi-occupied accommodation (e.g. bedsits) the landlord is usually liable for the tax, and adds an amount to the rent; here, the tenant will not be able to get the reduction.

Disability Living Allowance (DLA)

Persons under 65 can claim for DLA if they need help with personal care and/or with getting around. Once an initial claim is made there is no upper age limit. DLA can be paid even if no-one is giving the care needed. There are two components:

(i) **Care Component** which covers things like washing, dressing, using the toilet, cooking a main meal. it is paid at one of 3 rates.

(ii) **Mobility Component** for persons who can't walk or have difficulty walking. Paid at the Higher or Lower rates.

There will be no automatic migration to from DLA to PIP (see section on PIP below) but from October 2013 new claims for DLA will only be accepted for those aged under 16 and changes to existing claims will only be accepted for those aged under 16 or over 65.

Educational Maintenance Allowance (EMA)

An allowance paid to children aged 16 to 18 years in low income families to stay on at school. There are two types of payments: Weekly Payments and Bonuses. EMA is no longer available in England, but is still available elsewhere in the UK. Note: Information on Weekly

Payments (usually £10, £20 or £30) is collected on the FRS, but information on Bonuses or on reimbursed travel expenses as part of the allowance is not.

Employment and Support Allowance (ESA)

ESA replaced IB and Illness-based IS for new claimants from October 2008 and is being extended to all existing claimants over time. All claimants receive a 'Main Phase' payment along with either a 'work related activity' or 'support' component depending on how the claimant's condition affects their ability to work. Severe Disability/ Enhanced Disability/ Carer/ Pensioner and Higher Pensioner premiums are available.

Extended Payment of Housing Benefit or Council Tax Reduction

These benefits may be received for a further 4 weeks by people aged under 60 when they start working full-time following a period of at least 6 months being unemployed, on a Government Training Scheme, or on Income Support as a lone parent or carer.

Funeral Payment

m

A grant from the Social Fund can be obtained if the respondent or partner gets IS, Income-based JSA, income related ESA, PC, Tax Credits, HB, or CTB.

Guardian's Allowance

Can be claimed for a child who is in effect an orphan and who lives with the claimant, or whom they help to maintain, whether or not they are the legal guardian. It is paid at a flat rate for all children.

Housing Benefit (HB) / Benefits to help with rent

m

Benefits are paid by the local authority to people who need help with rent. Council tenants on these benefits get a rent rebate which means that their rent is reduced by the amount of rebate. However, they are responsible

for their own water charges so those on 100% rent rebate do pay a weekly or fortnightly amount to cover these and other charges.

Private tenants and Housing Association/ Registered Social Landlords' tenants usually receive HB (or rent allowance) personally. Benefits may be paid to the claimant or, in a small proportion of cases, directly to the landlord. People on IS, income related ESA or income-based JSA usually get the maximum amount. The recipient, or the recipient and their partner, must not have over £16,000 in savings. The amount awarded in housing benefits doesn't normally exceed the claimants rent, but this is possible under the Local Housing Allowance Project.

Incapacity Benefit (IB)

Paid to people who have been medically assessed as incapable of working, if they have paid enough National Insurance contributions. People ineligible for Statutory Sick Pay (SSP) may receive IB. If a person is/was receiving SSP, IB replaces it after 28 weeks. There are three basic rates depending on the period of the claim, age of the individual(s) and severity of incapacity. A number of supplements may also be received. From October 2008, ESA replaced new claims to IB.

Income Support (IS)

m

Income Support is payable to those with no income or a low income but working less than 16 hours a week and have not signed on as unemployed. It is made up of personal allowances for each member of the benefit unit, premiums for any special needs, and housing costs, principally for mortgage interest payments. Those on IS are likely to be getting HB (if in rented accommodation) and CTB (if liable). Often paid to top up other benefits, or earnings from p/t work.

Industrial Injuries Disablement Benefit

Provided for employees injured at work or suffering from an industrial disease. The amount depends on the degree of disablement. Some recipients may also be entitled to an Un-employability Supplement. Those whose disablement is assessed as 100% also get Constant Attendance Allowance at one of four rates, and may also be eligible for Exceptionally Severe Disablement Allowance. Also see Reduced Earnings Allowance. The reduced rate for under-18s was abolished in April 2013.

Industrial Death Benefit Widows Pension

Widows and widowers of those employees killed at work or by an industrial disease may be entitled to this pension if their spouse died before April 1988.

Jobseeker's Allowance (JSA)

Replaced Unemployment Benefit and IS for unemployed people in October 1996. The claimant must be out of work or working less than 16 hours a week, actively seeking work and have a Jobseeker's Agreement with the DWP. There are two types: contribution-based, which is dependent on the amount of NI contributions paid in the past, and income-based, which is dependent on income and savings. There are fixed age-related allowances with extra allowances and premiums for those on income-based JSA.

Job Grant

For people aged 25 or over who leave benefits to go into work. Recipient must have been on IS, JSA, ESA, IB or Severe Disablement Allowance continuously for at least 26 weeks, the work must be for at least 16 hours a week and expected to last for at least 5 weeks. The Job Grant replaced Lone Parent's Benefit Run-On from October 2004, and Job Grant is no longer available to new claimants.

Maternity Allowance

For women who have paid enough Class 1 or 2 NI contributions but are not entitled to Statutory Maternity Pay because, for example, they are self-employed or recently changed jobs. Payment can be made for a period of 39 weeks beginning 11 weeks before the baby is due (later if still working).

Sure Start Maternity Grant

m

A one-off payment of £500 from the Social Fund for maternity expenses. Available if the respondent or partner is getting Income Support, Income-based JSA, Income-based ESA, Pension Credit or Tax Credits. Only payable for the first child unless the second or a subsequent pregnancy results in a multiple birth.

Over 80 Pension

Also called “Old Person’s Pension” is payable when a person reaches 80 and does not get an NI Retirement Pension or whose NI pension is less than the Over 80 Pension.

Pension Credit

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From October 2003 this replaced Minimum Income Guarantee (MIG). It comprises 2 elements:

- i) A Guarantee Credit which is the minimum a pensioner can be expected to live on. Additional amounts are available for owner occupiers, those with a disability / caring responsibilities.
- ii) The Savings Credit which aims to rewards those who have made provision for their retirement over and above the State Pension.

Personal Independence Payment (PIP)

Personal Independence Payment (PIP) replaces Disability Living Allowance for eligible people aged 16 to 64 from 8 April 2013. This initially only applies to new

claims in selected areas, but will be rolled out across the country from 10 June 2013. As is the case for DLA, once a claim has been established there is no upper age limit. After 8th April 2013 existing DLA recipients aged 16 to 64, or who turn 16 after that date, will begin to be invited to claim PIP (claims to start from October 2013) and their DLA will stop when a decision on their PIP claim has been made. There will be no automatic migration from DLA to PIP.

There are two components:

i) **Daily Living Component** covers 10 activities including eating and drinking, washing and dressing, using the toilet, communicating and understanding, managing medication or therapy, engaging with people and making budgeting decisions. Paid at either a standard or enhanced rate.

ii) **Mobility Component** covering 2 activities: planning and following journeys and moving around. Paid at either a standard or enhanced rate.

Reduced Earnings Allowance

Paid to people who cannot return to their regular occupation or do work of the same standard due to disablement caused before October 1990 by industrial accident or disease. The maximum Reduced Earnings Allowance amount is £64.64. Note: this benefit should be included in the 'other benefits' category.

Severe Disablement Allowance

Paid from the 29th week of illness to persons of working age who do not qualify for Incapacity Benefit. Persons getting this can also claim Income Support. Age additions can be paid in conjunction with Severe Disablement Allowance at 2 rates: Higher rate and middle / lower rate. Dependant additions may also be

received for adult child dependants. New claims to SDA ended April 2001. Note: Be careful not to confuse this benefit with Incapacity Benefit or Severe Disability Premiums within income-related benefits.

Social Fund Loans

Repayable interest-free loans. The Social Fund includes funeral payments, maternity grants, crisis loans, budgeting loans and community care grants.

Budgeting Loans (administered by DWP) are available to those on Income Support, income based JSA, income related ESA or Pension Credit, to help spread budgeting costs for certain items.

Crisis Loans, designed to help with essential costs after an emergency or disaster, are administered by Local Authorities (in England) / the devolved administrations (in Scotland & Wales). You do not need to be receiving benefits to apply for a crisis loan.

State Retirement Pension (National Insurance)

Paid to women aged 61* or over and to men aged 65 or over. This is the normal State Pension and is the same for men and women who have paid their own NI contributions at the standard rate, and for widows/widowers on their late partner's NI contributions. Persons on this pension may also get Pension Credit. Details will be shown on the notification form for respondents who receive payments directly into their bank or building society account. State retirement pension can be deferred for as long as required. Note: the majority of pensioners you interview will be getting this pension.

*The pension age for women is rising incrementally to eventually match the pension age of men.

Statutory Maternity Pay (SMP)

Received by employees during maternity leave. It is paid by the employer. The respondent must have been in the same job for at least 26 weeks and earning enough to have to pay NI contributions. SMP can be paid for up to 39 weeks. The employer may also add 'made-up' pay. The first six weeks are paid at 90% of respondent's salary, and 33 weeks at the standard flat rate or 90% of average earnings if less than the flat-rate amount. Note: SMP should only be recorded in the last/usual pay.

Statutory Paternity Pay (SPP)

Received by employees during paternity leave. It can be paid for up to 2 weeks. The weekly amount is the standard flat rate or 90% of average earnings if less than this amount.

Statutory Adoption Pay (SAP)

Received by employees for up to 26 weeks at a standard flat rate or 90% of average earnings if less than this amount.

Statutory Sick Pay (SSP)

Paid by employers to employees who earn enough to have to pay NI contributions after 4 consecutive sick days, for a maximum of 28 weeks in any spell or linked spells of sickness. (After 28 weeks, or if the employer's obligation to pay SSP ends before then, the respondent will usually transfer to Incapacity Benefit.) The employer may also add 'made-up' pay. Note: SSP should only be recorded in the last/usual pay.

Universal Credit (UC)

Universal Credit (UC) will replace income-based JSA, income related ESA, Income Support, Child Tax Credits, Working Tax Credits, and Housing Benefit, mainly for those aged 18 to State Pension Age (SPA) from October 2013*. Under Universal Credit, claimants will have to

meet certain requirements that reflect the work-related activity they can be reasonably expected to undertake given their capabilities and circumstances.

Universal Credit will be made up of a standard allowance plus additional elements. There are up to six additional elements, which depend on a claimant's circumstances: child element(s); disabled and severely disabled child additions; a childcare element; a carer element; elements for individuals with a limited capability for work, and a higher rate for those with a limited capability for work-related activity; and a housing element (rent and support for mortgage interest).

The standard allowance and additional elements make up a notional maximum out-of-work award. Actual awards will be affected by income, capital and work. In-work claimants have an initial amount of earnings disregarded (their Work Allowance), with net earnings exceeding this amount reducing their UC award by 65p in every pound earned. Payments under Universal Credit will usually be made on a monthly basis.

*Universal Credit is being rolled out in some pilot areas from April 2013.

War Widow's/ Widower's Pension

Payable to widow/ers and children of someone killed in the Armed Forces or who died as a result of injury sustained in the Armed Forces.

Widowed Parent's Allowance

Formerly Widowed Mother's Allowance. A weekly basic benefit plus an allowance for each dependent child for whom the parent gets Child Benefit. The child(ren) must be the child(ren) of the widow/widower and their late husband/wife.

Widow's Pension

A weekly benefit for women aged 45-65 (or 40-65 if widowed before 11 April 1988), paid when their husband dies or when their Widowed Mother's Allowance ends. It was replaced by Bereavement Allowance on 1 April 2001, although existing claimants continue to receive it.

Working Tax Credit (WTC)*m*

A payment to top up the earnings of working people on low incomes, with or without children. The amount received is based both on the number of hours worked and income (joint income for couples). There are extra credits for those recipients in working households where someone has a disability. WTC replaced Working Family Tax Credit and Disabled Person's Tax Credit in April 2003.

Winter Fuel Payments (WFP)

WFPs are made to households where there is at least one state pension age person to help them pay their heating bills. This is paid regardless of whether they are in receipt of any other state benefits. Note: winter Fuel Payments are not recorded on FRS.

BENEFIT AMOUNTS 2013-14

Benefit/Allowance/Tax Credit	Amount
(Weekly rates unless otherwise shown)	
ATTENDANCE ALLOWANCE	
higher rate (day and night)	£79.15
lower rate (day or night)	£53.00
BEREAVEMENT BENEFITS	
Bereavement payment (lump sum)	£2,000.00
Widowed parent's allowance	£108.30
Bereavement Allowance	
standard rate (for those aged 55 to pension age)	£108.30
age-related payment	
age 54	£100.72
53	£93.14
52	£85.56
51	£77.98
50	£70.40
49	£62.81
48	£55.23
47	£47.65
46	£40.07
45	£32.49
CARER'S ALLOWANCE	£59.75
CHILD BENEFIT	
Eldest or only child	£20.30
Additional children (per child)	£13.40

DEPENDENCY INCREASES

Adult dependency increases for spouse or person looking after children - payable with;

State Pension on own insurance (Cat A or B) £63.20

long term Incapacity Benefit £58.85

Severe Disablement Allowance £35.35

Carer's Allowance £35.15

short-term Incapacity Benefit (over state pension age) £56.65

short-term Incapacity Benefit (under State Pension age) £45.85

Child Dependency Increases - payable with; State Pension; Widowed Mothers/Parents Allowance; short-term Incapacity benefit - higher rate or over state pension age; long-term Incapacity Benefit; Carer's Allowance; Severe Disablement Allowance; Industrial Death Benefit (higher rate);

First child £11.35

Subsequent child(ren) £8.10

DISABILITY LIVING ALLOWANCE

Care Component

Highest £79.15

Middle £53.00

Lowest £21.00

Mobility Component

Higher £55.25

Lower £21.00

EMPLOYMENT AND SUPPORT ALLOWANCE

Personal Allowances

Single

under 25	£56.80
25 or over	£71.70

lone parent

under 18	£56.80
18 or over	£71.70

couple

both under 18 with child (main phase)	£112.55
one 18 or over, one under 18 (conditions apply)	£112.55
both over 18	£112.55

Premiums

enhanced disability

single	£15.15
couple	£21.75

severe disability

single	£59.50
couple (lower rate)	£59.50
couple (higher rate)	£119.00

carer

£33.30

pensioner

single with WRAC	£45.25
single with support component	£38.90
single with no component	£73.70
couple with WRAC	£81.05
couple with support component	£74.70
couple with no component	£109.50

Components

Work-related Activity	£28.45
Support	£34.80

GUARDIANS ALLOWANCE

£15.90

INCAPACITY BENEFIT

Long-term Incapacity Benefit	£101.35
Short-term Incapacity Benefit (under state pension age)	
lower rate	£76.45
higher rate	£90.50
Short-term Incapacity Benefit (over state pension age)	
lower rate	£97.25
higher rate	£101.35
Increase of Long-term Incapacity Benefit for age	
lower rate	£6.00
higher rate	£10.70

INCOME SUPPORT & Income-based JSA

Personal Allowances single

under 25	£56.80
25 or over	£71.70

lone parent

under 18	£56.80
18 or over	£71.70

couple

both under 18	£56.80
both under 18 - higher rate	£85.80
one under 18, one under 25	£56.80
one under 18, one 25 and over	£71.70
both 18 or over	£112.55

dependent children (if CTC not in payment)	£65.62
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INDUSTRIAL INJURIES DISABLEMENT BENEFIT

Standard rate

100%	£161.60
90%	£145.44
80%	£129.28
70%	£113.12
60%	£96.96
50%	£80.80
40%	£64.64
30%	£48.48
20%	£32.32

JOB GRANT

Single and couples without children	£100
Lone parents and couples with children	£250

JOBSEEKER'S ALLOWANCE

Contribution based JSA - Personal rates

under 25	£56.80
25 or over	£71.70

Income-based JSA - personal allowances See IS

MATERNITY ALLOWANCE

Standard rate	£136.78
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PENSION CREDIT

Standard minimum guarantee

single	£145.40
couple	£222.05

Additional amount for severe disability

single	£59.50
couple (one qualifies)	£59.50
couple (both qualify)	£119.00

Additional amount for carers	£33.30
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Savings credit

maximum amount - single	£18.06
maximum amount - couple	£22.89

PERSONAL INDEPENDENCE PAYMENT

Daily Living Component

Standard rate	£53.00
Enhanced rate	£79.15

Mobility component

Standard rate	£21.00
Enhanced rate	£55.25

SEVERE DISABLEMENT ALLOWANCE

Age-related addition	Basic rate	£71.80
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	Higher rate	£10.70
	Middle & Lower rate	£6.00

Dependant additions

Adult dependants	£35.35
Child dependants	£11.35

STATE RETIREMENT PENSION

Standard rate (single person)	£110.15
Standard rate (couple)	£176.15
Addition at age 80	£0.25

STATUTORY ADOPTION PAY, MATERNITY PAY AND PATERNITY PAY

Earnings threshold	£109.00
Standard rate	£136.78

STATUTORY SICK PAY

Earnings threshold	£109.00
Standard rate	£86.70

WIDOW'S BENEFIT

Widowed mother's allowance	£108.30
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Widow's pension (See Bereavement Allowance)