

Partial retirement request form

You can use this form to request a quote for partial retirement. To find out more about partial retirement you can read section 05B of the 'alpha scheme guide', or 'Partial retirement - A guide for scheme members' (for members of the other schemes):

www.civilservicepensionscheme.org.uk/publications

You should discuss your wish to partially retire with your employer first, and they must complete the employer section to confirm your details and that they have agreed a permanent 20% reduction in your pensionable earnings to allow your partial retirement.

Please fully complete Pages 1, 2, and 3 and return this form to **your employer** so they can complete Pages 4 and 5.



Remember to:

- use black ink, and CAPITAL LETTERS
- add your National Insurance (NI) number on each page
- sign and date the declaration on Page 3
- pass the form to your employer to complete pages 4, and 5.

For information on how long this process will take, please refer to the 'what to expect' guide to claiming your Civil Service pension:

www.civilservicepensionscheme.org.uk/members/what-to-expect

Your personal details

Full name	<input type="text"/>
Address and postcode	<input type="text"/>
	<input type="text"/>
Staff / Pay number	<input type="text"/>
Your pension scheme (circle one only)	classic / classic plus / premium / nuvos / alpha
Telephone number	<input type="text"/>
Email address	<input type="text"/>

To ensure all your information is linked to your record, please include your:



NI number	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Partial retirement and your job

To partially retire you must make changes to your current job, to reduce your earnings permanently by at least 20%. You can achieve this by either reducing the number of hours you work each week, or by dropping to a lower paid role.

After discussing this with your employer, provide the details of your job before and after partial retirement.

Your job before partial retirement

Employer								
Job title								
Working pattern (hours each week)	Full-time					Part-time		
Planned end date			/			/		
Current pay								

Your job after partial retirement

Employer (if changing)								
Job title (if changing)								
Working pattern (hours each week)	Full-time					Part-time		
Planned start date			/			/		
New pay								

To ensure all your information is linked to your record, please include your:



NI number								
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Abatement - the level of your pay and pension

Any pension you claim while you are still employed in a role covered by the Civil Service Pensions arrangements may be subject to abatement.

Abatement is when your pension is reduced because your re-employed pay and your pension are more than the pay you received before claiming your pension. Full details can be found in the scheme guides: www.civilservicepensionscheme.org.uk/publications

Your declaration

- I have read section 05B of the 'alpha scheme guide', or 'Partial retirement - A guide for scheme members' (for members of the other schemes).
- I understand the effect that abatement may have on my benefits.
- I understand that the reduction in my earnings must be a permanent change.
- I want to change my current job as set out on Page 2 on the date shown and I am aware of the potential financial impact of partial retirement.
- I have discussed, and agreed, my partial retirement with my employer.

Your signature: _____ Date: ____ / ____ / ____

To ensure all your information is linked to your record, please include your:



NI number

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Partial retirement request form - Employer section

As the **employer** you must complete this section of the request, to confirm that you have agreed that your employee can partially retire, by reducing their pensionable earnings permanently by 20%.

Please fully complete Pages 4 and 5, and return this form with any additional documents to the pension scheme administrator: **MyCSP, PO Box 2017, Liverpool, L69 2BU**



Remember to:

- use black ink, and CAPITAL LETTERS
- add your employee's National Insurance (NI) number on each page
- confirm your details and contact information

For information on your role and responsibilities, please see the Employer Pension Guide: www.civilservicepensionscheme.org.uk/employers/employer-pension-guide

Employer authorisation

By completing this form, I confirm:

- that the details shown for the current and 'reshaped' jobs are correct
- that the member's permanent pensionable earnings will be reduced by at least 20% and the full details have been provided on the following page
- that the change in the employee's position is intended to be permanent.

I am the current employer	<input type="checkbox"/>	I am the new employer	<input type="checkbox"/>
My full name	<input type="text"/>		
My job title	<input type="text"/>		
Today's date	<input type="text"/>	/	<input type="text"/>
Telephone number	<input type="text"/>		
Email address	<input type="text"/>		

To ensure information is linked to your employee's record, include their:



NI number	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Employer confirmation of current earnings

Job title	<input type="text"/>
Total annual earnings*	£ <input type="text"/>

*This includes the total annual rate of actual salary and permanent pensionable allowances.

Employer confirmation of reshaped job role

When confirming your employee's new rate of salary and allowances, if their new reshaped role is part-time, include the part-time rate they will receive.

Job title	<input type="text"/>									
Start date	<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Annual salary	Full-time rate		£ <input type="text"/>							
	Part-time rate		£ <input type="text"/>							
Permanent pensionable allowances	Full-time rate		£ <input type="text"/>							
	Part-time rate		£ <input type="text"/>							
Total annual earnings*	£ <input type="text"/>									

*This includes the total annual rate of actual salary and permanent pensionable allowances.

Employer declaration

This form has been approved on behalf of the employer (HR / Payroll).

My signature: _____ Date: ____/____/____

To ensure information is linked to your employee's record, include their:

NI number	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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