Civil Service Pensions

Change of bank details or address change request

You should use this form if you are currently receiving your Civil Service pension and you want to update your bank account details and/or change your address details or if you have a preserved Civil Service pension and you want to change your address. If you are an active member you must update your personal details, including your address with your employer.

To change your bank details, please include one of the following:
- a letter from your bank which confirms the account details
- a recent bank statement

To change your address details, please include one of the following:
- a recent utility bill (from within the last 3 months)
- a current council tax bill
- a mortgage statement (from within the last 3 months)
- a current tenancy agreement
- a letter from HMRC

Please return your form to MyCSP, PO BOX 2017, Liverpool, L69 2BU.

Remember to:
- use black ink, and CAPITAL LETTERS
- complete section 1 with your personal details
- to change your bank account details complete section 2
- to change your address complete section 3
- add your National Insurance (NI) number on each page
- sign and date the declaration on Page 2

1. Your personal details

NI number	
Current full name	

Member number / NI number	
Current address and postcode	
Your pension scheme (circle only one)	classic / classic plus / premium / nuvos / alpha
Telephone number	
Email address (if you are happy for us to contact you by e mail)	

2. Your request to change bank details

If you live outside the UK, you will need to complete an overseas bank mandate for your account details to be changed. You can find further information regarding this using the following link:
http://www.civilservicepensionscheme.org.uk/members/pensioners/overseas-payment-mandates/

Please provide the name of the bank and the name or names of the account holder.

Please confirm your current payment information:	
Name of bank/building society	
Name of account holder	
Sort code	- -
Account no.	
Building society roll no.	

NI number	

Please confirm your new payment information:	
Name of bank/building society	
Name of account holder	
Sort code	– –
Account no.	
Building society roll no.	

3. Your request to change address details

Previous address and postcode	
New address and postcode	
Date of change	

Your declaration

I understand that:

- by completing this form, and signing the declaration, I am requesting that you make the changes set out above to my pension record. I confirm that to the best of my knowledge the details I have supplied are correct and that I am entitled to benefits from the Civil Service Pension arrangements.

Your signature: _____ Date:_____/_____/_____

Print name: _____

NI number	