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 on letter headed stationary which confirms the account details
- a recent bank statement

Please return your form to Civil Service Pensions, 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

1. Your personal details

Current Full name	
Date of Birth	
Member 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 email)	

NI Number									

2. Your request for changes to bank details (if applicable)

If you wish your pension to be paid to a bank account outside the UK, you will need to complete an overseas mandate form. You can find the mandates using the following link: http://www.civilservicepensionscheme.org.uk/members/pensioners/overseas-payment-mandates/

Please confirm your **current** payment information:	
Sort code	- -
Account no.	
Building society roll no.	

Please confirm your **new** payment information:	
Sort code	- -
Account no.	
Building society roll no.	

3. Your request for changes to address details (if applicable)

Previous address and postcode	
New address and postcode	
Date of change	

Your declaration

☐ I have completed all relevant sections of the form

☐ I have enclosed a photocopy of the proof of my change of bank details (if applicable)

I understand that by completing this form, and signing the declaration, I am confirming that, to the best of my knowledge, the details I have supplied are correct.

Your signature: _____ Date:____/_____/_____

NI Number									