



Information change request and retirement application form - deferred members

Please complete this form in black ink and in **BLOCK CAPITALS** and return it to: Civil Service Pensions, PO Box 2017, Liverpool, L69 2BU.

IMPORTANT: we will be unable to process your request if the form is incomplete or has not been signed and dated by you.

You must use this form if you have a preserved Civil Service pension and you want to start the process of claiming your pension benefits or updating your personal details.

Do not use this form if you're a pensioner or active member. Active members should contact their employer and pensioners should use the Information or change request form for retired members.

You can find more information for deferred members here:

www.civilservicepensionsscheme.org.uk/members/deferred

Please tick the appropriate box to confirm your request.

I want to start the process to claim my pension – Please complete Sections 1,2,3 and 5.

If any of your personal details have changed since you left the scheme, please also complete Section 4.

I want to update my personal details – Please complete Sections 1,2,4 and 5

Section 1 – Your personal details

My full name

My date of birth



My marital status	<input type="text"/>
My address and postcode	<input type="text"/>
My NI number	<input type="text"/>
My telephone number	<input type="text"/>
My email address	<input type="text"/>

Section 2 – Your employment history

Please list the employers or departments where you built up your Civil Service pension and confirm the start and end dates of those periods of employment.

Employer	Dates
<input type="text"/>	

Section 3 – Your request for payment of your pension

Please advise us of the date you wish to claim your pension:

I wish to start my pension on:	[]	[]	/	[]	[]	/	[]	[]	[]	[]
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On that date my age will be:



Please note: You must be over your minimum pension age to claim your pension. This is usually age 55, but may be earlier for some members.

There is more information on minimum pension ages in the scheme guides. www.civilservicepensionscheme.org.uk/members/publications

If you claim your pension benefits before your Normal Pension Age, they will be reduced for early payment. The exact level of reduction can vary, but any reduction will be confirmed in the quote you will receive.

If you want to know more about the process to claim your deferred pension, further guidance can be found here:

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

Section 4 – Your request to update your personal details

Please select the information you wish to update.

I wish to update my address details	<input type="checkbox"/>										
I confirm my previous address and postcode was	<input style="width: 100%;" type="text"/>										
	<input style="width: 100%;" type="text"/>										
I confirm my new address and postcode is	<input style="width: 100%;" type="text"/>										
	<input style="width: 100%;" type="text"/>										
I confirm this changed on	<table border="1" style="width: 100%; text-align: center;"> <tr> <td>[]</td><td>[]</td><td>/</td><td>[]</td><td>[]</td><td>/</td><td>[]</td><td>[]</td><td>[]</td><td>[]</td> </tr> </table>	[]	[]	/	[]	[]	/	[]	[]	[]	[]
[]	[]	/	[]	[]	/	[]	[]	[]	[]		



I wish to update my name change		<input type="checkbox"/>
I confirm my previous full name was	<input type="text"/>	
I confirm my new full name is	<input type="text"/>	
I confirm this changed on	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	

You must supply a copy of the relevant certificate to support your change of name, for example a marriage, civil partnership, divorce, or dissolution certificate.

I wish to update my marital status		<input type="checkbox"/>
I confirm my previous marital status was	<input type="text"/>	
I confirm my new marital status is	<input type="text"/>	
I confirm this changed on	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	

You must supply a copy of the relevant certificate to support your change of marital status, for example a marriage, civil partnership, divorce, or dissolution certificate.

Important: remember to update your death benefit nominee, if they are affected by the changes.

Section 5: Your declaration

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

I consent, for the purpose of the Data Protection Act 1998, to the above information being held and processed by Civil Service Pensions.

Your signature: _____ Date: _____/_____/_____