



Civil Service Pensions

Pension Choices – premium or partnership

A guide to available benefits





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Note: This booklet provides a guide to enable you to make your choice of pension. It may not cover every aspect. The full details are contained only in the rules, which are the legal basis of the scheme. You should note that nothing in this booklet can override the rules, and in the event of any unintentional difference, the rules will apply. Text in bold in this booklet has an entry in the Technical terms section at the end of this booklet.



Welcome to Civil Service pensions

Firstly, congratulations on your new job. We hope your new Civil Service career is happy, fulfilling and successful.

We have a long history of providing staff with a pension when they retire from work. Your pension is a valuable part of your pay package

In addition, Civil Service pension arrangements provide a wide range of benefits for you and your family both whilst you are working and when you leave the Civil Service.

Your employer will automatically enrol you in premium on your first day of service.

You will pay a percentage of your **pensionable earnings**, and your employer will also make their contribution. See the Civil Service Pensions website for current contribution rates.

However, we are also giving you the option of a **partnership** pension account. It is important that you read the contents of this booklet before you decide.

Even if you want to stay in **premium** it is important that you complete and return your **PensionChoices** form. This gives us your death benefit nomination and lets us know if you wish to **transfer** in any previous service.

If you want to have a **partnership** pension account, it is important that you complete and return your **PensionChoices** form within 3 months of joining so that your contributions to **premium** can be refunded or paid into your **partnership** pension account. You must also complete the provider's application form.

Both choices offer valuable benefits but their suitability for you depends upon your personal circumstances and how you see your career progressing.

We recommend that you read this booklet carefully and keep it for future reference. It gives you a summary of your pension choices.

It offers you some pointers on:

Making up your mind - page 22;

Things to consider, page 23; and

Making your choice - page 27.

IMPORTANT NOTE:

time limits:-

- 3 months to backdate your choice from **premium to partnership**
- 12 months for **transfers in**



Your pension choices for future service

What options do I have?

You may choose between two pension arrangements:

- **premium** or
- the **partnership** pension account.

premium is an occupational final-salary pension scheme. Your pension is based on your years of service and your salary when you leave. Pensions paid from **premium** increase in line with rises in the cost of living. **premium** also provides a pension for your dependants after you die.

The **partnership** pension account is a stakeholder pension, which is a type of personal pension. You do not have to pay any contributions but your employer will pay contributions into your pension fund whether you wish to contribute or not. These contributions are invested for you by your chosen pension provider. Over the years, your pension fund should grow with investment returns (the money earned by your invested pension contributions), and you use the resulting 'pot' to buy a pension when you retire or to leave to someone when you die.

The **partnership** pension providers are: Standard Life and Scottish Widows. Full contact details can be found in the leaflets enclosed with this booklet.

Opting out of Civil Service pension arrangements

You can opt out and not have a pension but you should think carefully before doing this. You would be giving up the important scheme benefits listed below.

Please note: The Pensions Act 2011 requires all employers to automatically re-enrol all workers, who are not in a qualifying pension scheme, periodically (usually every three years), from the employer's staging date. Your employer will be able to tell you their staging date.

More information can be found in the Automatic Enrolment fact sheet available on the Civil Service pensions web site.

What benefits might I expect?

This will depend upon whether you choose **premium** or **partnership** but you may expect:

- A range of benefits for you and your family whilst in work and when you retire; (see summary table on page 5)
- A death-in-service lump sum (life assurance) paid to whoever you have nominated should you die in service;
- Access to a range of providers who can offer you means of boosting your pension on favourable terms;
- The opportunity to have a pension from a **partnership** pension account without you paying a penny;
- A substantial contribution from your employer towards your pension and other benefits;
- Tax relief on your pension contributions.

How do these options compare?

The following section should help you by answering some of the questions you may have.

Summary of scheme benefits

defined benefit scheme	defined contribution arrangement
premium	partnership
Substantial employer contributions	
Comparatively low employee contributions – See the Civil Service Pensions website for current rates.	No employee contributions required. You can contribute up to 100% of your taxable income or £3,600, whichever is higher, and receive full tax relief, subject to the Annual Allowance .
Retirement pension for the member based on final pensionable earnings and length of service x accrual rate of 1/60.	Retirement income from an annuity bought with partnership pension account 'pot'.
Benefits payable on retirement at pension age (currently 60) or after. If re-employed in an organisation covered by the Civil Service pension arrangements, pension may be reduced whilst working. No reduction if employed outside the pension arrangements.	Benefits may be taken at any time between age 55 and 75. Do not have to retire in order to take benefits and salary is not affected.
Lump sum – available by giving up some pension.	Lump sum – possible from pension pot before buying annuity , but you may have to change providers for income withdrawal (sometimes known as income drawdown).
Death-in-service benefit lump sum: premium and partnership = 3 x pay	
Death-in-service pension for dependants	Dependants receive pension pot as a lump sum on death-in-service
Pension for: widow/widower, civil partner or partner and children. Partner's pension dependent upon completion of a valid Declaration Form. See Annex B in this booklet.	Member's choice of additional benefits for dependants
Ill-health retirement pension	Ill-health retirement lump sum

Summary of scheme benefits

defined benefit scheme	defined contribution arrangement
premium	partnership
<p>Opportunity to increase pension benefits by buying added pension, contributing to the Civil Service Additional Voluntary Contribution Scheme or Stakeholder pension. You may also be able to transfer in benefits from a previous pension arrangement.</p>	<p>Flexibility to increase pension pot and eventual benefits within HMRC employee contribution limits.</p> <p>You can contribute up to 100% of your pensionable earnings or £3,600 a year, whichever is the higher. You will receive tax relief on all your contributions as long as the total value of your pension rights does not exceed the Annual Allowance.</p>
State pension benefits	
<p>premium is a contracted-out scheme so you pay lower National Insurance contributions. You will not have any State Second pension for your period of service, although under certain circumstances a top-up payment is made.</p>	<p>partnership pension account is a contracted in scheme.</p> <ul style="list-style-type: none"> • You pay full National Insurance contributions • You receive the basic State pension (if you have paid enough National Insurance contributions) • You also receive S2P for your contributions whilst you have a partnership pension account.

See Annex A for more information

Your questions answered

you ask...	premium	partnership
How does my pension work?		
Are there any conditions for receiving a pension?	<p>You must have 2 years' qualifying service unless you have service bought by transferring in a personal pension.</p> <p>Service transferred in or preserved counts as qualifying service.</p> <p>The earliest you can take your pensions benefits without them being reduced for early payment is 60.</p>	<p>You must be eligible to join the scheme.</p>
How is my pension worked out?	<p>One-sixtieth of your final pensionable earnings for each year which counts for a pension.</p> <p>If you work part-time please see the section on page 8.</p>	<p>You use your pension fund to buy a pension annuity. Your pension is based on your fund value and annuity rates at retirement. You decide what sort of pension you want, and you can shop around for the best deal.</p>
Can I have a lump sum as well as a pension?	<p>Yes. You have to give up £1 of pension for each £12 of lump sum.</p> <p>Under current tax law, the lump sum will usually be tax free, subject to the Lifetime Allowance.</p>	<p>Under current tax law you can take up to 25% of your fund as a tax-free lump sum when you use your pension fund to buy an annuity, subject to the Lifetime Allowance.</p>
What might my pension look like?	<p>Derek retires with 32 years' reckonable service. His final pensionable earnings are £18,000. Derek chooses to take £12,000 lump sum.</p> <p>Pension is: $32 \text{ years} \times 1/60 \times £18,000 = £9,600$ a year</p> <p>Pension exchanged for lump sum is: $£12,000/12 = £1,000$</p> <p>Derek's pension = $£9,600 - £1,000 = £8,600$ a year</p> <p>Derek's lump sum = £12,000</p>	<p>The amount of your pension will depend on:</p> <ul style="list-style-type: none"> • the amount of money that both you and your employer contribute every month; • the investment returns that your pension provider achieves in the fund, or funds, you choose; • the annuity rate that is used to convert your pension 'pot' into a monthly income when you retire; • the amount of lump sum you take from your fund; and • the type of pension annuity you choose.

Your questions answered

you ask...	premium	partnership
How does my pension work?		
<p>I work part-time. How does this affect my pension?</p>	<p>Your pension is worked out based on the years' and days' reckonable service you actually work and your final pensionable earnings. So if you work part-time your reckonable service will reduce, but your pensionable earnings will not. Your pension is NOT worked out on your part-time pay. So if you worked 2.5 days a week you would build up 0.5 years of reckonable service in a calendar year.</p> <p>Your pensionable earnings is the pay you would have received if you worked full-time.</p> <p>Example:</p> <p>Jo has been working 18 hours a week for 10 years in a job where the full-time hours are 36 a week. She received a part-time salary of £9000 in her last year.</p> <p>Jo's reckonable service is: $18/36 \times 10 = 5$ years</p> <p>Her final pensionable earnings are: $36/18 \times £9,000 = £18,000$</p> <p>Jo's pension is: $5 \times 1/60 \times £18,000 = £1,500$ a year</p> <p>Jo chooses a lump sum of £2,400</p> <p>Pension exchanged for lump sum is: $£2,400/12 = £200$</p> <p>Jo's pension is: $£1,500 - £200 = £1,300$ a year</p> <p>Jo's lump sum is: £2,400</p>	<p>Your pension fund is made up of contributions. Your employer's contributions are based on your actual part-time pay. You can choose how much, if any, contributions you want to make.</p>
<p>When do I get my pension?</p>	<p>In premium you have a pension age of 60. Pension age is the earliest age at which you can retire and take your pension without it being reduced.</p>	<p>You can use your pension fund to buy an annuity that will provide you with a pension. You can do this at any time between age 55 and 75. You do not have to stop work and your salary will not be affected.</p>
<p>Will you increase my pension when I am a pensioner?</p>	<p>We will increase your pension in April every year in line with the percentage increase in line with the cost of living in the 12 months to the previous September. We call this "pensions increase".</p>	<p>Depending upon the type of annuity you buy there may be provision for increases in your pension.</p>

Your questions answered

you ask...	premium	partnership
How does my pension work?		
Do I get a State pension as well?	You will receive the basic State retirement pension if you have paid enough National Insurance contributions.	You will receive the basic State retirement pension plus the State Second Pension (S2P) . Or you can contract-out of S2P and the State will pay a rebate (refund) of your National Insurance contributions into your partnership pension account.
How much will I pay?	You will pay a percentage of your pensionable earnings . See the Civil Service Pension website for current rates.	You don't have to pay anything. You will have to pay the standard (higher) rate of National Insurance contributions if you do not contract-out . But if you do contribute, your employer will match this up to 3% of your pay in addition to the employer age-related contributions. You can pay up to 100% of your taxable income or £3,600, whichever is the higher, and receive full tax relief, subject to the Annual Allowance .
Do I pay contributions on all my pensionable earnings?	Yes, although high earners are subject to an earnings cap. Please ask your MyCSP Pension Service Centre for details.	You can contribute up to 100% of your taxable income or £3,600, whichever is the higher, and receive full tax relief, subject to the Annual Allowance .
Are my contributions fixed?	The scheme contribution rates will increase each year for 3 years from April 2012. Any contribution changes are fully consulted with the Unions and staff are given plenty of notice.	You can vary your contribution rate but you have to give notice.

Your questions answered

you ask...	premium	partnership
How does my pension work?		
<p>How much does my employer pay?</p>	<p>Your employer pays enough contributions to provide all benefits – not just a pension for you but also benefits for your dependants when you die.</p> <p>The average employer contribution is currently 19.4% of pay.</p>	<p>Your employer will pay:</p> <ul style="list-style-type: none"> • a contribution of between 3% and 12.5% based on your age; • plus extra contributions matching yours up to 3% of your pensionable earnings; • the cost of benefits on death-in-service • the cost of benefits on ill-health retirement. <p>Your employer will also pay higher National Insurance contributions if you do not contract-out.</p>
<p>Is there a limit to my pension benefits?</p>	<p>You are not allowed to have more than 45 years' service counting towards a pension.</p>	<p>No.</p>
<p>What if I have more than 45 years' service?</p>	<p>You stop paying contributions after you have built up 45 years in premium.</p>	<p>This does not affect your partnership pension. Your pension is not based on your reckonable service.</p>
<p>I have a preserved pension from earlier service - what choices do I have ?</p>	<p>If you have a frozen or preserved pension from an earlier period of service in the Civil Service scheme (PCSPS before October 2002, classic, classic plus or premium), you can usually choose to combine your earlier service with your current service for a single pension.</p> <p>Depending on your salary now and when you were employed previously, this can be very beneficial.</p>	<p>Although you can transfer these rights into your 'partnership pension account', you will not get a special deal. Also, make sure you understand the implications of transferring in benefits from a contracted-out pension scheme.</p>

Your questions answered

you ask...	premium	partnership
Transferring in pensions from another scheme		
<p>I have a pension from another employer. Can I bring this into the scheme?</p>	<p>You should tick the box in Section 2 of your PensionChoices form. Your MyCSP Pension Service Centre will then write to you with full information.</p>	<p>You can transfer rights built up in a previous scheme into a partnership account. You should make this wish clear on the provider's application form.</p> <p>Also make sure you understand the implications of transferring in benefits from a contracted out pension scheme.</p> <p>Consult an IFA if needed.</p>
<p>Are there time limits on transferring my pension?</p>	<p>Yes.</p> <p>You can apply at any time before you make arrangements to start drawing your pension, to bring in a transfer value from an occupational pension scheme on standard (non-Club) terms.</p> <p>If you are applying for a transfer to be handled under the Public Sector Transfer Club arrangements, you must apply within 12 months of being eligible to join premium and before you make arrangements to draw your pension.</p> <p>If you wish to apply to bring in a transfer from a non-occupational pension scheme (eg. a personal pension), you must apply within 12 months of joining premium and before you make arrangements to draw your pension.</p>	<p>Your pension provider will tell you about the transfer arrangements.</p>

Your questions answered

you ask...	premium	partnership
Transferring in pensions from another scheme		
<p>What is the Public Sector Transfer Club?</p>	<p>This is a club for pension schemes that offers special terms for transferring benefits into premium. Members include schemes run for the NHS, local government and teachers. Club terms only apply when an individual moves employer on a voluntary basis.</p> <p>You can access a leaflet about the Club from our website or ask your MyCSP Pension Service Centre for a copy.</p>	<p>Although you can transfer these benefits into a partnership account you will not get a special deal.</p>
<p>How does a transfer work?</p>	<p>The value of your old scheme benefits is converted using market factors to buy years and days of service in the Civil Service pension scheme.</p> <p>Your old scheme benefits will not necessarily buy the same amount of pension.</p> <p>For example: You may have worked for 10 years in your old scheme but your transfer value may only buy 8 years in the Civil Service pension scheme. This reflects the difference in the value of the benefits provided.</p>	<p>You need to contact your partnership provider for details of how to proceed.</p>
<p>What do I do first?</p>	<p>Fill in the PensionChoices form and tick the box in section 2.1. (a)</p>	<p>Contact your partnership provider.</p>
<p>What happens next?</p>	<p>Your MyCSP Pension Service Centre will contact your previous scheme for a transfer value. They will send you an estimate of how much service the value of your old scheme benefits will buy in to the Civil Service scheme. You can then choose whether to go ahead with the transfer.</p>	

Your questions answered

you ask...	premium	partnership
Pension boosting		
<p>What options do I have for topping up my pension?</p>	<p>You can:</p> <ul style="list-style-type: none"> • buy “added pension” in premium; or • invest in the Civil Service Additional Voluntary Contribution (AVC) scheme. <p>You can also contribute to other pension arrangements (see page 14).</p>	<p>You can increase your contributions and make extra contributions.</p> <p>As a partnership account holder you will not be able to invest in the Civil Service AVC scheme or to buy added years.</p>
<p>I am on a fixed-term appointment (FTA). Do I have the same choices?</p>	<p>Yes.</p>	<p>Yes.</p>
<p>How do Civil Service AVCs work?</p>	<p>You choose to invest with one of our providers – Scottish Widows or Standard Life. You also choose how you want to invest your money.</p> <p>You use your fund to buy an annuity – a pension for life and you can take up to 25% of your fund as a lump sum (which is normally tax free) when you draw your pension. You choose the type of pension you want including whether you want increases and whether you want to provide for a husband/wife/civil partner or partner after you die.</p>	<p>As a partnership account holder you will not be able to invest in the Civil Service AVC scheme or to buy added years. But you can invest in other pension arrangements and contribute up to 100% of your taxable income or £3,600 whichever is the higher and receive full tax relief, subject to the Annual Allowance.</p>

Your questions answered

you ask...	premium	partnership
Pension Boosting		
<p>How does added pension work?</p>	<p>You can buy added pension in premium and/or build up a money purchase pension pot to sit alongside your premium pension. We have negotiated special terms with some providers or you can make your own arrangements.</p> <p>You can buy added pension by monthly contributions or lump sum. Monthly contributions will only be allowed for a full scheme year, although on joining the scheme you will be allowed to begin monthly payments during the first 3 months of service.</p> <p>You will be limited to a maximum of one lump sum purchase per scheme year. Lump sum purchases will not be allowed during the first 12 months of scheme membership. See our website: www.civilservice.gov.uk/pensions for further information.</p> <p>If you increase your pension savings in any year over the Annual Allowance set by HM Revenue and Customs, you may incur a tax charge. This will mainly affect high earners and people paying by lump sum, but will depend on your circumstances. For more information, including examples, see the HMRC website www.hmrc.gov.uk</p>	<p>As a partnership pension account holder you are not able to buy added years, but you can invest in other pension arrangements and contribute up to 100% of your taxable income or £3,600, whichever is the higher, and receive full tax relief, subject to the Annual Allowance.</p>
<p>What about stakeholder pensions?</p>	<p>These are similar to AVCs and you can take up to 25% of your fund as a lump sum when you draw your pension. The lump sum is normally tax free, subject to the Lifetime Allowance. You can take your stakeholder pension at any time from age 55 to 75 without affecting your salary. You do not have to retire to take it.</p> <p>You can contribute up to 100% of your taxable income or £3,600, whichever is higher and receive full tax relief subject to the Annual Allowance. This limit takes account of your contributions to premium.</p>	<p>The partnership pension account is a type of stakeholder pension. You can take out further stakeholder pensions but you will have to make your own arrangements for this.</p>



you ask...	premium	partnership
Ill health		
<p>What about ill health pensions ?</p>	<p>There are two levels of pension depending on whether:</p> <ul style="list-style-type: none"> • your illness is so severe that there is no chance of you ever working again (upper tier top up); or • there is a chance of you taking up some employment in the future (lower tier). <p>Upper tier top up</p> <p>The scheme’s medical adviser must be satisfied that:</p> <ul style="list-style-type: none"> • because of your health you cannot undertake any gainful employment; and • this situation is likely to continue until you reach pension age. <p>Lower tier</p> <p>The scheme’s medical adviser must be satisfied that:</p> <ul style="list-style-type: none"> • because of your health you cannot do your own job or a similar job; and • this situation is likely to continue until you reach pension age. <p>You usually need to have worked for us for at least two years to qualify for an ill-health pension.</p>	<p>If you have to leave the Civil Service before you are 60, and our medical adviser agrees that you cannot do your own or a similar job because your health has broken down permanently, we may pay you a lump sum when you leave.</p> <p>We will only pay the lump sum if you have worked for us for at least two years.</p>

Your questions answered

you ask...	premium	partnership
Ill health		
<p>What pension will I get if I have to retire through ill health?</p>	<p>Upper tier top up</p> <p>You will get your pension from the day you have to retire. We will not reduce it if we pay it early. We will increase it to the amount you would have had if you had continued with your current working pattern up to pension age. You do not have to pay contributions for this extra service.</p> <p>Example – upper tier top up</p> <p>David is retired through ill health. He has 12 years' service. When David is retired he is 50 and his final pensionable earnings are £18,000 a year. His normal pension age is 60.</p> <p>David's pension is:</p> $22/60 \times £18,000 = £6,600 \text{ a year}$ <p>(12 years earned + top-up 10)</p> <p>Maximum lump sum is: $£6,600 \times 30/7 = £28,285.71$</p> <p>If David takes his maximum lump sum his pension will be reduced by: $£28,285.71/12 = £2,357.14$ a year</p> <p>David's net pension is: $£6,600 - £2,357.14 = £4,242.86$ a year</p> <p>David's lump sum is: £28,285.71</p>	<p>We may pay you a lump sum when you leave. We will work this out as 20% of your pensionable earnings for every year of service, up to limit of three years' pay. This lump sum cannot be more than the pay you would have had if you had continued in work until you were 60.</p> <p>You may also want to consider drawing your pension early. This is usually possible, but your pension is likely to be reduced because of early payment. If you are so ill that you are expected to have a shorter life expectancy, your pension provider will take this into account when they work out the amount of your pension.</p>

Your questions answered

you ask...	premium	partnership
Ill health		
<p>What pension will I get if I have to retire through ill health? (continued)</p>	<p>Lower tier</p> <p>You will get your pension from the day you retire. We will not reduce it if we pay it early. We will not normally increase your service. But if you have less than 10 years' service we will increase it to the lesser of:</p> <ul style="list-style-type: none"> • 10 years; or • twice your service. <p>This applies as long as the increase is not more than half the service you had left to serve until pension age. If we give you extra service you do not have to pay contributions for it.</p> <p>Example – lower tier</p> <p>David is retired through ill-health. He has 12 years' service. When David is retired he is aged 50 and his final pensionable earnings are £18,000 a year. His normal pension age is 60. David opts to take the full lump sum.</p> <p>We will not increase David's service as he has more than 10 years' service earned.</p> <p>David's pension is: $12/60 \times £18,000 = £3,600$ a year</p> <p>His maximum lump sum is: $£3,600 \times 30/7 = £15,428.57$</p> <p>His pension will be reduced by: $£15,428.57/12 = £1,285.71$ a year</p> <p>David's net annual pension is: $£3,600 - £1,285.71 = £2,314.29$ a year</p> <p>David's lump sum is: £15,428.57</p>	

Your questions answered

you ask...	premium	partnership
Ill health		
<p>Will my husband/wife/civil partner or partner get a pension if I die whilst in receipt of an ill health pension?</p>	<p>Upper tier top up</p> <p>We will work out your husband/wife/civil partner's pension in the same way as for the lower tier, except that any enhancement will be that which we would have given if you had died in service on the day you retired.</p> <p>If you are neither married nor in a civil partnership, but have a partner, your partner may qualify for a pension. This will be the same as the pension for a husband/wife or civil partner.</p> <p>See Annex B in this booklet.</p> <p>Lower tier</p> <p>Your husband/wife/civil partner or partner will receive a pension based on three-eighths of your ill-health pension. This is the equivalent of a pension based on $1/160 \times \text{final pensionable earnings} \times \text{service}$ (including any enhancement).</p>	<p>This will depend on the pension that you have bought using your fund.</p>
<p>What if I become ill after I leave the scheme?</p>	<p>If you are seriously ill and are expected to live less than 12 months, you can apply to have your pension commuted. This means that we will convert all of your pension into a lump sum using a conversion rate advised by our actuary. This will not affect benefits for your widow, widower, civil partner or partner.</p>	<p>You should approach the pension provider for details of any arrangements they may have.</p>

Your questions answered

you ask...	premium	partnership
Leaving before pension age		
<p>What options do I have if I resign?</p>	<p>If you have at least two years' service we will give you the choice of preserving your pension or of taking a "transfer value" to another pension scheme. If you preserve your pension it will increase every year in line with inflation and then be paid when you reach 60.</p> <p>If you have less than 2 years' service when you leave we will normally refund your contributions less tax. We will also make a deduction from your refund to pay for part of the cost of buying you back into the State Second Pension (S2P) for the period that you have worked. Alternatively, you can ask to take a transfer value to another pension scheme, but you must return your completed transfer application form to your MyCSP Pension Service Centre within 3 months of them writing to you.</p>	<p>Although your employer contributions will stop, you keep your pension fund. You may still contribute to your partnership pension. You should discuss your options with your provider.</p>
<p>Can I draw my pension early?</p>	<p>You can apply to leave and take your pension at any time after age 55. But if you take your pension before age 60 your pension will be reduced to take account of the fact that it will be paid for longer. This is called "actuarial reduction".</p>	<p>You can currently turn your pension fund into an annuity at any age from 55 to 75.</p> <p>You can also take up to 25% as a lump sum.</p> <p>You don't have to retire to do so.</p>

Your questions answered

you ask...	premium	partnership
Death benefits		
<p>What happens if I die in service?</p>	<p>We will pay a sum of three times your pensionable earnings to the person (or people) you have named – your “beneficiaries”. This sum will normally be tax-free.</p>	<p>We will pay a sum of three times your pensionable earnings to the person (or people) you have named – your “beneficiaries”. This sum will normally be tax-free.</p> <p>Your pension provider will pay the value of your pension fund to the person you have nominated on your pension application form.</p>
<p>What is a “beneficiary” and how do I nominate one?</p>	<p>Beneficiaries are the people you want to receive any lump sum when you die. You may want to nominate a single beneficiary – for example your husband, wife, civil partner or partner. Or you may prefer us to divide up your lump sum – for example among your children. Alternatively, you may nominate an organisation to receive a lump sum – for example a charity.</p> <p>You nominate your beneficiary on your PensionChoices form. You can change your nomination at any time, using the form from the Civil Service Pensions website, or you can ask your MyCSP Pension Service Centre for a form.</p> <p>If you die without nominating a beneficiary, or if your nomination has ended or turns out to be invalid, we may pay any lump sum into your estate.</p>	<p>Beneficiaries are the people you want to receive any lump sum when you die. You may want to nominate a single beneficiary – for example your husband, wife, civil partner or partner. Or you may prefer us to divide up your lump sum – for example among your children. Alternatively, you may nominate an organisation to receive a lump sum – for example a charity.</p> <p>You nominate your beneficiary on your PensionChoices form. You can change your nomination at any time – contact your MyCSP Pension Service Centre for a form.</p> <p>If you die without nominating a beneficiary, or if your nomination has ended or turns out to be invalid, we may pay any lump sum into your estate.</p> <p>You may also nominate a beneficiary on the partnership provider application form.</p>
<p>What if I die shortly after I retire?</p>	<p>We will make a lump sum payment to your beneficiaries if you die within 5 years of drawing your pension. This is worked out as the balance of 5 years of pension.</p>	<p>This will depend on the type of annuity you have chosen. You should contact your provider for further information.</p>

Your questions answered

you ask...	premium	partnership
Death benefits		
<p>What will my dependants get?</p>	<p>As long as you have been in the scheme for at least two years we will give your surviving husband/wife or civil partner a pension. We will work this out as three-eighths of your pension. This is the same as 1/160 of your final pensionable earnings for each year of reckonable service.</p> <p>If you die in service, we will grant some extra years of reckonable service up to 10 years. If you die after you have left the scheme, your husband/wife or civil partner will usually get a pension of three eighths your pension (before any reduction for using part of your pension to buy a lump sum). However, we may reduce this if you left with an ill-health pension.</p> <p>Once your husband/wife or civil partner is receiving a pension, it will continue for the rest of their life, and we will increase it every year in line with rises in the cost of living.</p>	<p>This will depend on the type of annuity you have chosen. You should contact your provider for further information.</p>
<p>I am neither married nor in a civil partnership, but have a partner. Will they get anything?</p>	<p>If neither you nor your partner is married to, or in a civil partnership with anyone else, we may pay your partner a pension. We work this out in the same way as the pension for a husband/wife or civil partner.</p> <p>You must make sure that you and your partner register a declaration with your MyCSP Pension Service Centre, as we cannot consider paying a pension without this.</p> <p>See Annex B.</p>	<p>This will depend on the type of annuity you have chosen. You should contact your provider for further information.</p>
<p>Will my children get a pension?</p>	<p>We will pay a pension to your children (and any other children who rely on you financially) when you die. We pay children's pensions to children up to the age of 18, and older under certain circumstances.</p> <p>We work out a child's pension as 30% of your pension entitlement if we pay a pension to your surviving husband/wife, civil partner or partner. The child's pension is 50% of your entitlement if you did not leave an adult dependant. If you leave more than 2 children who qualify for a pension, we will reduce each child's pension so they get an equal share.</p>	<p>This will depend on the type of annuity you have chosen. You should contact your provider for further information.</p>



Making up your mind

Which option will give me the higher pension?

The answer will depend on which scheme you join and a number of factors including:

- the number of years you serve in the scheme;
- how much your pay increases over your career with us;
- investment returns;
- the cost of buying a pension when you retire ('annuity rates');
- the level of contributions you make;
- your age;
- how much lump sum you want to take.

What other things should I think about?

The size of pension isn't the only thing to think about. The table on page 23 sets out a range of things which you might want to consider, and gives you some space to record your own thoughts.

Don't forget that you have other sources of information to help you make up your mind:

- Your **MyCSP** Pension Service Centre can provide information on **premium** – see contact details on the letter enclosed with this pack. They can also answer general queries about the **partnership** arrangements.
- The booklets '**premium** pension scheme' and '**partnership** pension account' – look on our website or ask your **MyCSP** Pension Service Centre for these.
- Our website – www.civilservice.gov.uk/pensions
- The Pension Service – www.thepensionsservice.gov.uk
- The Financial Services Authority (FSA) has a section which explains pension basics and provides tools to help you plan. www.fsa.gov.uk
- **Independent Financial Adviser** – you might like to consult one of these to help you make up your mind.

Things to consider

	premium	partnership	Your comments and thoughts
How long you expect to stay in the Civil Service.	If you leave within your first two years of membership, you will generally get a refund of your contributions (less the cost of putting you back into the State scheme) or you can apply for a transfer of the notional value of your pension benefits into another pension scheme or arrangement.	Your pension fund builds up from day one.	
How much you are prepared to pay for your pension.	See the Civil Service Pensions website for current contribution rates.	This is a free pension although you can decide to contribute (you do have to pay standard National Insurance contributions unless you choose to contract-out). Your employer will match any contributions you make pound for pound up to 3% of any pay (on top of the contributions based on your age).	
How much certainty you want.	Your pension is based on your years of service and your final pensionable earnings . Your pension will increase in line with rises in the cost of living.	Contributions into your account will be a percentage of your pensionable earnings but your final pension will depend on: <ul style="list-style-type: none"> • the investment returns over the years; • the cost of buying a pension (the 'annuity rate') when you retire; • the type of annuity you choose; and • the amount of lump sum you take. 	

Things to consider

	premium	partnership	Your comments and thoughts
Who you want a pension for.	This arrangement will provide a pension for your husband, wife, civil partner or partner and for your children when you die – you pay for these benefits whether you want them or not.	You decide how to spend your pension fund – you might choose more pension for you and less for your dependants , or a higher pension for your dependants and a lower one for you.	
Benefits for your family if you die in service.	Pays a lump sum of three times your pay if you die in service. Provides your husband/wife or civil partner and children with a pension. This will be based on your years of service plus up to 10 extra years. If you are neither married, nor in a civil partnership , but have a partner, your partner may receive the pension if he or she is eligible.	Pays a lump sum of three times your pay if you die in service. Does not provide a pension for your dependants , but they will receive your pension 'pot' as a lump sum.	
Support for you if you have to give up work because of ill health.	May pay you a pension based on your years of service. If your ill health is severe, your pension may be based on all the years you could have earned up to pension age .	We may pay you a lump sum up to three times your pay. You will have to use your pension fund to provide you with a pension.	
The extra State pension (S2P).	You are ' contracted-out ' by your employer, so you don't get the full extra State Second Pension (S2P) as well, but you may get a top-up pension.	You pay the standard National Insurance contributions for S2P (although you can choose to ' contract-out ' and your National Insurance rebate will be paid into your partnership account).	

Things to consider

	premium	partnership	Your comments and thoughts
Pension rights in a scheme in the Public Sector Transfer Club ('the Club').	If you have pension rights in a Club scheme, you can usually bring these into premium on special terms. (Note: You must apply for a 'Club' transfer within 12 months of being eligible to join premium .)	Although you can transfer these rights into your ' partnership pension account', you will not get a special deal. Also, make sure you understand the implications of transferring in benefits from a contracted-out pension scheme.	
Pension rights preserved (frozen) in the Civil Service scheme.	If you have a frozen or preserved pension from an earlier period of service in the Civil Service scheme (PCSPS before October 2002, classic , classic plus or premium), you can usually choose to combine your earlier service with your current service for a single pension. Depending on your salary now and when you were employed previously, this can be very beneficial.	Although you can transfer these rights into your ' partnership pension account', you will not get a special deal. Also, make sure you understand the implications of transferring in benefits from a contracted-out pension scheme.	

Now review the points above and your comments and thoughts.

Does **premium** or **partnership** appear to provide the best match for what you want?

Make a note of your answer here and then read on.



Considering partnership

- Look at the leaflets enclosed in your pack for information about the providers. The leaflets give the providers' contact details. You can also look on the Civil Service Pensions website: www.civilservice.gov.uk/pensions for more information.
- Contact the providers to get their application pack (using the contact details in the leaflets). Or, if you wish, you can download an application pack from the provider's website. You can contact more than one provider to help you to make your choice. But you can choose only one to open a **partnership** pension account.
- Making your choice - see 'partnership pension account' booklet for more information about where to start and how to choose. The "partnership pension account" booklet is available from our website at www.civilservice.gov.uk/pensions or from your **MyCSP** Pension Service Centre
- Complete the provider's application form enclosed with the information from the provider.
- Complete the **PensionChoices** form. This form also asks you to name someone to receive any lump sum that we will pay if you die in service.
- Send the completed application form and **PensionChoices** form to the address shown.

When you send your completed form and provider application form to your employer they will contact your provider to set up your **partnership** pension account.

Please note: You must open a **partnership** pension account within 3 months of joining. If you wish to open a **partnership** pension account after the 3 month deadline this will be classed as switching which can only take place on 1 April and 1 October. You will need to give your employer 3 months' notice by completing and sending them a Pension Switch form together with an application form of your chosen **partnership** provider.

For other sources of information see:

Financial Services Authority (FSA) website

www.fsa.gov.uk

The Pension Service website

www.thepensionservice.gov.uk

Or consult an **Independent Financial Adviser**.



Making your choice about your future service

When do I have to decide?

You need to decide within three months of joining.

We will automatically enter you into **premium** on your first day of service, and you will pay a percentage of your **pensionable earnings** as pension contributions. See the Civil Service Pensions website for current rates.

If you want to join **partnership**, you need to fill in your **PensionChoices** form and send it to your employer within your first three months. Your employer will then sort things out by paying backdated contributions to your chosen pension provider. You will receive a refund of your **premium** contributions (less any contributions you have chosen to make to **partnership** and less your share of the cost of rejoining **S2P**). The only exception to this is that if we are not able to put you back into **S2P**, we will give you a small **preserved** (frozen) pension in **premium** for the period before you made your choice rather than backdating **partnership** membership to day one. This is likely to only affect you if you are aged 59 or over when you join.

If you don't send your **PensionChoices** form back within your first three months, you will stay in **premium**. Please send your **PensionChoices** form back. It doesn't just record your pension choice but also gives you the chance to ask for more information and to choose someone to receive any benefits when you die.

Transfers

If you are interested in things like **transfers** from a Club scheme (see pages 11 & 12), you must act soon.

Do I have to have a pension?

If you choose not to have a Civil Service pension at all you will receive State benefits, including the **State Second Pension (S2P)**. It will be up to you, at your cost, to make any other pension arrangements.

If you want to opt out of (leave) our pension arrangements, you must say so on the **PensionChoices** form.

Don't forget that opting out will not save you any money. It will cost you no more to choose a **partnership** pension as your employer will pay an age-related contribution regardless of whether or not you pay anything. All you have to do is choose one of the pension providers and fill in their application form.

Read the booklet '**partnership** pension account' for more information. This booklet is available on our website or from your **MyCSP** Pension Service Centre.

Also if you opt out you will be missing out on a range of important benefits. Look again at the comparisons between your available options. Please note that your employer must re-enrol you in the pension scheme every three years from their staging date under Automatic Enrolment legislation.



Making your choice about your future service

Am I committing myself forever?

No. You can change schemes in the future – we allow you one switch in each direction (that is, one switch from **premium** to **partnership** and one switch from **partnership** to **premium**). We suggest that you should give your pension arrangements a ‘health check’ every year when you receive your Annual Benefit Statement and satisfy yourself that you are on target for the sort of pension you want. As well as making sure you are still in the right scheme for you, you should also consider whether you should change your contribution level (in **partnership**) or top up your benefits (in **premium**).

For example:

Sarah joins the Civil Service. She expects to stay only a short while and she is also attracted by the low cost of the **partnership** pension account. Sarah likes her job and after five years she thinks she will probably stay long term. Sarah moves into **premium**. As she approaches retirement, Sarah decides she would prefer the flexibility of **partnership** – she doesn’t have any family, so she would prefer to use all her pension ‘pot’ to buy a pension for herself.

The conditions attached to switching between schemes are:

- you can only move on 1 April or 1 October in any year, and
- you must give your **MyCSP** Pension Service centre 3 months’ notice of your intention to switch.

How do I find out more?

This booklet is designed to give you enough information to make your choice. Read on if you think you may need extra help or advice.

If you have access to the Internet, you may want to visit our website at

www.civilservice.gov.uk/pensions

Look at ‘**PensionChoices** – new entrants’. This includes answers to frequently asked questions.

If you are a member of one of the Civil Service unions, they may offer access to financial advice at special rates. Ask your local union representative. Or, you may want to consult an **Independent Financial Adviser (IFA)** but you will have to pay for any advice you get. If you do contact an **IFA**, we suggest that you take all this information with you.

Please remember that while your employer and your **MyCSP** Pension Service centre will do everything they can to help you, they are not allowed to give you financial advice.

Also remember that what is right for your line manager or your colleagues may not be the best choice for you.

More detailed information can be found in the booklets ‘**premium** pension scheme’ and ‘**partnership** pension account’. These are available on our website, or you can ask your **MyCSP** Pension Service Centre for a copy.



How to complete your PensionChoices form

Once you have decided on your pension choice, please fill in the **PensionChoices** form attached to the introductory letter. Tear it off and send it to the address shown. If you choose **partnership**, you must also fill in the **partnership** pension provider's application form and return this as well in the envelope provided. If you make your decision before you start work, we suggest that you bring your **PensionChoices** form and, if relevant, your chosen provider's application form with you on your first day.

The form

Section 1 – Details about you

Please complete all the details giving your marital status eg. married, divorced, **civil partnership** or single.

Please provide the name and address of your employer together with contact details.

Section 2 – Your pension choice

- 1) Tick if you wish to remain in **premium**
 - 1a) **Transfers in** - please note time limits for Club scheme and personal pensions. See “**Transferring** in pensions from another scheme” on page 11 & 12.
 - 1b) Tick here if you are enclosing a partner declaration form.
 - 1c) You can also ask for information if you are interested in topping up your pension.

- 2.2) **partnership** - please note that you must also complete the providers application form. See page 26.

Section 3 – Your partnership pension account

If you choose to open a **partnership** pension account the **PensionChoices** form also asks you to:

- Choose a provider.
- Say how much you want to contribute each month (as a percentage of your pay). You do not have to make a contribution, but if you do, your employer will make extra contributions to match yours (up to 3% of your pay). See page 10.

Section 4 – Benefit statements

Please see page 31.



How to complete your **PensionChoices** form

Section 5 – Your Civil Service pension scheme history

If you have belonged to the Civil Service scheme before, please indicate what happened to your Civil Service pension benefits. Your **MyCSP** Pension Service Centre will contact you with more information. See page 10.

Section 6 – Nomination for death benefit

For more information see page 20. Your **PensionChoices** form also asks you to name someone to receive any lump sum that we will pay if you die in service. It is important to complete the nomination for death benefit to ensure the lump sum is paid quickly. If you don't nominate someone to receive your lump sum it will be included in your estate, this may delay payment.

- If you wish to leave your death benefit to more than one person the total percentage must add up to 100%.
- The person witnessing this form must not be anyone who benefits from your death benefit nomination.
- This is a nomination for your death in service lump sum and should not be confused with the lump sum you may receive when your pension comes into payment.

Section 7 – Your authorisation

Please remember to sign and date the form and send it to the address shown.



Annual benefit statement

While you are a member of **premium** your **MyCSP** Pension Service Centre will send you an annual benefit statement telling you how much pension you have earned to date and projected to **pension age**.



Further information

How do I complain?

If you have a problem with any part of your pension benefits, you should try to sort it out with your **MyCSP** Pension Service Centre. Often, a phone call or an email will be enough. If you cannot sort out the problem to your satisfaction, we operate the statutory complaints procedure known as internal dispute resolution (IDR). This entitles you to a written explanation from your **MyCSP** Pension Service Centre and then, if you are still not satisfied, to have your complaint investigated by Cabinet Office, Scheme Management Executive.

You can also contact The Pensions Advisory Service (TPAS) at any stage during the IDR procedures. TPAS is an independent organisation set up to help with sorting out disagreements between scheme members and the administrators or trustees of their scheme.

You can write to TPAS at:

11 Belgrave Road,
London SW1V 1RB.

Their email address is:

enquiries@pensionsadvisoryservice.org.uk

If you have gone through IDR and your complaint has still not been resolved satisfactorily, you can contact the Pensions Ombudsman. For more information see their website

www.pensions-ombudsman.org.uk

You can write to the Pensions Ombudsman at:

11 Belgrave Road,
London SW1V 1RB.

To find out more about IDR, ask your **MyCSP** Pension Service Centre for the leaflet. 'If you have a complaint about your pension' or visit our website at

www.civilservice.gov.uk/pensions

The Pensions Regulator (formerly OPRA)

This organisation is the statutory regulator for occupational pension schemes. Their task is to make sure that pension schemes are run legally. They also educate and inform and work with others to raise standards.

You can contact The Pensions Regulator by writing to them at:

The Pensions Regulator,
Napier House,
Trafalgar Place,
Brighton BN1 4DW.

Email: customersupport@tpr.gov.uk

Website: www.thepensionsregulator.gov.uk

DWP operates a central tracing agency to help people keep track of any pension arrangements they had in the past.

You can contact them through The Pensions Tracing Service website or write to them at:

Pensions Tracing Service,
Whitley Road,
Newcastle-upon-Tyne NE98 1BA.

Tel: 0845 6002 537

Website: www.thepensionservice.gov.uk



Annex A – State pensions

1. Basic State retirement pension

You can find the latest rates of, and more information about, the State retirement pension from the Department for Work and Pensions website www.thepensionsservice.gov.uk

The pension usually increases annually in line with inflation. To receive a full pension, you need to have paid enough National Insurance contributions during your working life.

You can find out whether you have paid enough National Insurance contributions by sending form BR19 to the Department for Work & Pensions. You should ask at your local benefits office for a BR19 form. Alternatively, you can get this form from the above website.

2. Additional State Pension

As well as the basic State retirement pension, there is an additional earnings-related pension. Up to April 2002, this was called the State Earnings-Related Pension (SERPS). It has now been replaced by the **State Second Pension (S2P)**.

Some pension schemes (such as our **premium** scheme) which pay more than a minimum level of benefit have ‘**contracted-out**’ of (left) the additional State pension.

This means that scheme members do not get **S2P** on top of their basic State retirement pension. In these schemes, members’ National Insurance contributions are 1.6% lower (and the employer pays 3.5% less) than in **S2P**.

If you have a personal pension such as our **partnership** pension account, you and your employer pay the standard (higher) rate of National Insurance contributions and you can either stay with **S2P** or **contract-out**. If you **contract-out** of **S2P**, the Government will pay a refund (known as a rebate), which will vary with your age, into a personal pension or stakeholder pension of your choice. This can be to one of the **partnership** pension account providers or any other of your choice.

3. Pension Credit

In October 2003, the Department for Work and Pensions introduced the new Pension Credit. If you are over 60 it could top up your income to a guaranteed minimum level.

It could also provide extra money if you are over 65 and have saved towards your retirement. To find out more, visit the Pension Service website.



Annex B – Pensions for partners

If you are a member of **premium** and you have a partner to whom you are neither married nor in a **civil partnership** with, you will want to know whether the pension scheme will pay a pension to your partner after you die. This annex provides information on the qualifying conditions for a partner's pension.

For more detailed information see the booklet "Pensions for partners".

Will my partner get a pension?

The **premium** scheme rules provide for a partner's pension if:

- you have nominated your partner and, together, you complete a joint declaration of **partnership** and send it to your **MyCSP** Pension Service Centre; and
- at the time of your death you and your partner were living together in an exclusive committed long-term relationship;
- you and your partner were free to marry; and
- either your partner was financially dependent on you or the two of you were financially interdependent.

What's meant by an 'exclusive committed long-term' relationship?

We only expect to pay a pension if you are in a permanent relationship with just one person. After your death, your **MyCSP** Pension Service Centre will not want to pry into your or your partner's personal life to try to 'disprove' your partner's eligibility for a pension but they will need to be satisfied that there was a strong bond between you.

Following your death, your **MyCSP** Pension Service Centre will consider your case individually and take account of anything that supports the claim that you and your partner had a permanent relationship.

What's meant by 'free to marry' or free to enter a civil partnership?

Neither of you can be married to, nor in a **civil partnership** with, anyone else. The relationships which are too close to allow a marriage/**civil partnership** are set out in the booklet 'Pensions for partners' which is available on our website or from your **MyCSP** Pension Service Centre .



I'm waiting for my divorce (or civil partnership dissolution) to come through – will my partner get a pension if I die in the meantime?

If you are married or in a **civil partnership**, the scheme will pay a pension to your surviving husband, wife or civil partner, even if you no longer live with them. If you want your partner to receive a pension, you must both be legally free to marry or enter a **civil partnership** when you make your nomination.

What's meant by financial dependence and interdependence?

Under the **HMRC** rules governing occupational pension schemes, your partner must be financially dependent on you or you must be financially interdependent. 'Financially interdependent' means that you rely on your joint finances to support your standard of living. It doesn't mean that you need to be contributing equally. For example, if your partner's income is a lot more than yours, he or she may pay the mortgage and most of the bills, and you may pay for the weekly shopping.

How do I nominate my partner?

You and your partner must fill in and sign a declaration form and send it to your **MyCSP** Pension Service Centre. You will find a declaration form in this pack.

The declaration is very important. **MyCSP** cannot pay a pension without one.

You should both be aware that, after your death, your partner will need to provide information to your **MyCSP** Pension Service Centre to support his or her claim to a partner's pension. Don't get too worried about this. If, over the years, you continue to be able to sign up to all the statements on the declaration, your partner should receive a pension when you die.

I don't really want my employer to know about my relationship.

If you wish, you can send your declaration to your **MyCSP** Pension Service Centre directly. The scheme is managed away from most scheme members' places of work. All pensions documentation and casework is handled in the strictest confidence and in line with data protection legislation. You do not have to worry as your declaration will be handled with appropriate confidentiality.



Technical terms

Annual allowance

Annual allowance is the value of pension rights you can build up tax-free in a year. Most people will be nowhere near the **annual allowance**. For further information see the HMRC website www.hmrc.gov.uk.

Annuity (this only applies to partnership)

An annuity is a financial product that provides an income in exchange for a lump sum.

Automatic Enrolment

The Pension Act 2011 requires all employers to automatically enrol all workers who are not currently in a qualifying pension scheme periodically (usually every three years), from the employer's staging date. Your employer will tell you what their staging date is.

MyCSP

MyCSP is the organisation that holds your pension records and administers your pension.

AVCs

Additional Voluntary Contributions are a way of topping up your pension. You pay additional contributions to a pension provider, which should then build up to a fund. When you retire you use your fund to buy an **annuity** – a pension for life – which is on top of your Civil Service pension.

Beneficiary/Beneficiaries

A **beneficiary** is the person or people who you decide should receive the lump sum death benefit.

Civil partnership/Civil partner

A **civil partnership** is a relationship between two people of the same sex that has been registered under the provisions of the Civil Partnership Act 2004. **Civil partnership** gives the couple many of the same legal and financial rights and responsibilities as marriage.

classic and classic plus

These are pension schemes which were closed to new employees from 1 October 2002.

Contracting-out

If you join **partnership** you can opt out or 'contract-out' of (leave) the **State Second Pension**. Although you and your employer continue to pay the higher rate of National Insurance contributions, the state will pay an age-related rebate (refund) into a separate pension 'pot' for you.

Dependant

A **dependant** can be your husband, wife, **civil partner**, partner, children or anyone else who relies on you financially. Read the booklets "premium pension scheme" and "partnership pension account" to find out what benefits they may get when you die.

Final pensionable earnings (this only applies to premium)

This is your **pensionable earnings** when you retire, and on which we base your pension.

Guaranteed Minimum Pension

Pension schemes like **premium** must make sure that they give their members a pension that is at least the same level as the pension they would have had if they had stayed in the State Earnings-Related Pension (SERPS) for their service before 1997. This minimum level of pension is known as the **Guaranteed Minimum Pension** or **GMP**.

HMRC

Her Majesty's Revenue & Customs. They make rules about how pension schemes should operate.

IFA

Independent Financial Adviser.

Lifetime Allowance (LTA)

Lifetime Allowance (LTA) is a limit on the total value of all pension benefits (except the State pension) that can be taken without paying **LTA** tax. The value of benefits is assessed at the time that the pension is taken. It does not apply to the total amount of pension benefits that an individual can be paid in their lifetime.

The Government has set the **LTA** at a level which means that most people are unlikely to pay tax. Despite this, everyone's benefits must be checked against the limit at the time pensions or lump sum benefits are taken.

partnership pension account

This is a stakeholder-type money purchase scheme with an employer contribution. Your

pension will depend on the level of your and your employer's contributions, the performance of your chosen fund, and the **annuity** you buy with your pension 'pot'.

Partnership providers contact details

Standard Life 0800 33 3309

Scottish Widows 0800 838 312

Pension age

This is the earliest age you can take your pension without it being reduced for early payment. **Pension age** is normally age 60 in **premium**. If you choose **partnership**, you will choose your own **pension age**.

PensionChoices

This is the form attached to the introduction letter and can be found in your Starter Pack.

Pensionable earnings

Pensionable earnings are all earnings which could count towards your pension. They can include non-cash items, for example, uniforms or accommodation. Contributions in **premium** and **partnership** are based on your **pensionable earnings**.



premium pension scheme

In this scheme, your pension is based on your years of service and **final pensionable earnings**. You will pay a percentage of your **pensionable earnings**. See the Civil Service Pensions website for the current contribution rates.

Preserve, preservation and preserved

(this only applies to **premium**)

If you leave the scheme with more than two years' qualifying service, you can leave the pension benefits you have built up in the scheme. We will then normally pay you a pension when you reach **pension age**.

Or you can choose to transfer your **preserved** pension before you retire.

Reckonable service

Reckonable service is the years and days that count towards your pension. Generally, the days that you are a member of the scheme count towards your pension. Things like strike days and career breaks do not count towards your pension.

State Second Pension (S2P)

This is the additional State pension (on top of the basic State retirement pension), it replaces the State Earnings-Related Pension from April 2002. The level of this depends on your National Insurance contributions.

Taxable income

The income on which you pay income tax. This may not always be the same as your **pensionable earnings**.

Transferring in

You may be able to **transfer in** benefits from an existing pension scheme into either **premium** or **partnership**.

If you have benefits from an existing pension scheme that you think you may be able to transfer into the Civil Service pension arrangements but have lost touch with your old employer, the Pension Tracing Service should be able to help you.

For further information see the Pension Service website www.thepensionservice.gov.uk or telephone 0845 6002 537

www.civilservice.gov.uk/pensions

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