

Return Address

Section 4:

NOTE: Intentionally blank



Section 5: Your Civil Service pension scheme history

Have you belonged to the Civil Service pension scheme before? **YES** – Fill in this section **NO** – Go to Section 6

Period of Service		Employer	What happened to your pension benefits? (See list below)
From	To		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

- A:** No pension benefits
- B:** Preserved pension for payment at age 60
- C:** Pension transferred out
- D:** Pension now in payment
- E:** Took early retirement
- F:** Other (Give details)

I am interested in linking my preserved pension

Go to Section 6

Fold here

Section 6: Nomination for death benefit

I would like the person or people named below to receive any lump sum benefit payable under the Civil Service pension scheme rules when I die.

Person or people I want to name, and relationship (see note 1)	Their address	Proportion (see note 2) (percentage or fraction)
<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"/>

Full name of witness (not someone you have named)	Witness's home address
<input type="text"/>	<input type="text"/>
Witness's signature	Date
<input type="text"/>	<input type="text"/>

Notes: **1.** You do **not** have to give us the person's relationship to you, but it can help us to deal sensitively with matters after you die. **2.** If you do not give a proportion we will divide the death benefit equally between the people you have named.

Go to Section 7

Section 7: Your authorisation – you must sign and date this form

Signed Date

Pension Choices

Welcome to your Civil Service pensions starter pack. This pack tells you about your options under the Civil Service pension arrangements.

Your pension is a valuable part of your pay and reward package. On top of the pay that you receive your employer will pay a contribution towards your pension. But you need to decide what is best for you and your family.

The pack contains:

- A PensionChoices form attached to this letter
- 'PensionChoices: **premium** or **partnership**' "The booklet"
- A set of leaflets from **partnership** pension account providers
- A Partner Declaration form for a partner's pension.

If any of these items are missing, please contact your employer.

What choices do I have?

You have a choice between two pensions for your future service – **premium** or **partnership**. Both of these provide a valuable range of benefits during your time in the Civil Service and afterwards. The booklet compares the benefits for both so that you can choose the one that suits you best. You will also be asked what you want to do with the benefits from your past service, either preserved or transferred out, and any benefits from other pension arrangements.

Why do I have to make a choice now?

You will automatically join **premium** from your first day of service but if you wish to open a **partnership** pension account instead you have three months in which to make your choice. If you choose **partnership** within this period you can have your choice backdated to your first day of service. The booklet explains more on this. You should still complete and return the PensionChoices form if you decide to stay in **premium** or if you make your choice late. The form contains important information that we need to make sure you and your family receive the full range of available benefits.

What will it cost me?

If you choose **premium** you will pay a percentage of your pensionable earnings. Your contributions actually cost you less because of tax relief. The booklet explains more on this. Remember also that your employer is making a contribution to your pension. If you choose **partnership** you don't have to pay anything if you don't want to, but your employer will make contributions anyway to build up a 'pension pot' for you. If you choose to put money in as well, your employer will pay extra to match your contributions up to an additional 3% of your pensionable earnings.

Please see over...

What if I don't want a Civil Service pension?

You can opt out of the scheme if you want to. **But you and your family may be missing out on a range of valuable benefits so please read the enclosed booklet and consider carefully before making this choice. We strongly advise you to think very carefully before making a decision to opt out. You may still have to pay National Insurance contributions and you will be missing out on your employer paying money into your 'pension pot'.**

Please note: The Pensions Act 2011 requires all employers to automatically re-enrol all workers who are not currently in a qualifying pension scheme periodically (usually every three years), from the employer's staging date. Further information about Automatic Enrolment can be found on the Civil Service pensions website : www.civilservice.gov.uk/pensions under publications.

Where can I get further information?

There is a lot of information available on the Civil Service Pensions website www.civilservice.gov.uk/pension. MyCSP will also be able to help (see contact details below). If you are thinking about **partnership**, the pension providers operate helplines. The enclosed pension provider leaflets contain contact details.

What do I need to do now?

1. Read the enclosed booklet. Remember you should return your PensionChoices form within three months.
2. Ring the **partnership** providers for information packs if you are thinking about **partnership**.
3. Think carefully about the choices open to you. Gather any further information and consult an Independent Financial Advisor if you feel this would be helpful.
4. Complete the PensionChoices form attached to this letter even if you wish to stay in **premium**. See the booklet for guidance on completing the form.
5. Complete the **partnership** provider application form if you are choosing this option.
6. Send the PensionChoices form and the **partnership** application form, if applicable to the address on the form.

Note: If you have completed a Partner Declaration Form for a partner's pension please return this with the PensionChoices form.

What happens next?

You will receive an acknowledgement from MyCSP. If you select **partnership**, then you will receive an acknowledgement from your chosen pension provider.

Further information

If you have any queries about the pension arrangements please contact MyCSP, at:

Please complete this form and return it within 3 months even if you wish to stay in **premium** - See booklet for more information. **Fill in both sides of this form in black ink and in CAPITAL LETTERS**

Section 1: Details about you – please correct any errors and add any missing details

Your full name

Date of birth

Marital status

Your Dept/Employer

National Insurance number

Your full office address

Your daytime phone number

Your email address

➔ Go to Section 2

Section 2: Your pension choice

1. I would like to remain in **premium**

a) Please contact me about the possibility of transferring in my pension from another employment. I understand that transfers have a 12 month time limit (if you have lost your previous pension details - see the booklet for guidance)

b) I enclose my completed Partner Declaration form

c) I would like information on increasing my pension benefits

2. I would like a **partnership** pension account

➔ Go to Section 3

Section 3: Your partnership pension account choice

My choice of pension provider is (tick **one** box only)

Scottish Widows

Standard Life

I would like to make contributions at the rate of% of my pensionable earnings.

I understand that if I choose **partnership** within 3 months of joining, my contributions to **premium** can be re-paid or transferred to my **partnership** pension account.

Please make sure you fill in the application form from your chosen pension provider and enclose it with this PensionChoices form.

➔ Go to Section 6 overleaf