

Partner declaration form

Nominate your partner for a pension in the event of your death.

Please complete this form in CAPITAL LETTERS and send it to the scheme administrator: MyCSP Ltd, PO Box 2017, Liverpool L69 2BU.

Your personal details

Full name	<input type="text"/>
Address and postcode	<input type="text"/>
	<input type="text"/>
Your employer	<input type="text"/>
National Insurance (NI) number	<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"/> <input type="text"/>
Please provide the following if you wish	
Telephone number	<input type="text"/>
Email address	<input type="text"/>

Your partner's details

Full name (including title)	<input type="text"/>
Address and postcode	<input type="text"/>
	<input type="text"/>
Date of birth	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
National Insurance (NI) number	<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"/>

Name	<input type="text"/>
NI number	<input type="text"/>

Scheme member and partner declaration

- We confirm the following:
 - We have lived together for _____ years.
 - Our financial affairs are interdependent (or either one of us is financially interdependent on the other).
 - We have a committed relationship with each other and we intend to continue this indefinitely.
 - We are mutually responsible for each other’s welfare.
 - We are not related in a way that will prevent either marriage or civil partnership.
 - Neither of us is married to or in a civil partnership with anyone else.
 - Neither of us is currently nominated as the partner of anyone else.
- We will inform the scheme administrators if our relationship comes to an end.
- We understand that benefits will not be paid unless the partner provides satisfactory evidence that the declaration above is valid when the scheme member dies.

Your signature: _____ Date: ____/____/____

Partner signature: _____ Date: ____/____/____

Your witness - this must not be the partner shown above

Full name	<input type="text"/>
Address and postcode	<input type="text"/>
	<input type="text"/>

Witness signature: _____ Date: ____/____/____

Important information

- If you have banked service in classic plus, or premium, or banked benefits in nuvos (you moved into alpha from that scheme on or after 01 April 2015, with either no break in service, or a break that was less than five years), your declared partner in alpha will replace any previous partner declarations you have made linked to that period of pension membership.
- You can only have one declared partner at a time.
- You will receive a confirmation letter when your declared partners' details have been updated. Please contact the scheme administrator, MyCSP, if you do not receive a confirmation letter.
- If you want your partner to receive any lump sum death benefits when you die, you must also complete a 'death benefit nomination form'. You will find this on the forms page of the Civil Service Pension Scheme website: www.civilservicepensionscheme.org.uk
- Remember to update your partner's details if or when their circumstances change.
- If you wish to cancel a partner declaration you must send a written request for cancellation to your pension administrators.