

Reply form

Important note – we need your help to make sure our records are accurate

The pension shown in the statement is not a promise of the benefits to which you may eventually be entitled and you should not rely on it as such.

The accuracy of the statement depends on whether the information we hold about you is correct. We are aware that some of the data the scheme holds about pension scheme members may not be accurate, particularly information about your employment history, the salary you receive, extra benefits you may have bought or service that has been transferred into the scheme. We are working with employers to put things right. However, the scheme would like your help too.

Please look at your statement carefully. You will see that it shows some of the information that the scheme holds about you. Please check this against your own records to make sure the information is correct. If the data the scheme holds about you is incorrect the statement is unlikely to represent the benefits you will eventually be entitled to.

If any of your personal details (including your marital status, date of birth, National Insurance number or address) are incorrect, please let your employer know as they will need to inform us.

If any other details appear to be incorrect, please let us know by completing and returning the reply form at the end of this statement.

Please make the changes in capital letters and provide any documentary evidence that you may have to support the correction. Return your amended statement to the address below.

Please note: we will not be able to amend your data or respond to your questions until we have validated your data with your employer. This may take some time.

Agreed changes will be shown on your next statement. Please note that we will not send you a revised statement. We will let you know if the changes you would like to make cannot be accepted.

You can also email your queries to: mycsp@liverpool.gov.uk

Return address

MyCSP
 PO Box 2018
 Liverpool
 L69 2BX

Alternatively you can attach a copy of your evidence to an email and send it to the dedicated email address: mycsp@liverpool.gov.uk

Member details

Name:	Member no:
Date of birth:	NI number:

Add a summary of other changes that you wish to notify us of:

Declaration

I have read my pension statement. I am returning my statement because some of the information is either incomplete or incorrect.

I have marked the statement with the correct information and I have attached the documentary evidence I have to support these corrections.

I have attached an updated death benefit nomination form. (Delete if not applicable).

Signature Date

Name in full (please print in capitals)

Correspondence address (home or office)

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Daytime telephone no. Email