

Information or change request - Deferred members

You should use this form if you have a preserved Civil Service pension and you want to request information, start payment or update your personal details. You can find more information for deferred members here:

www.civilservicepensionscheme.org.uk/members/deferred

After fully completing Pages 1 and 2, you can:

- Request information about your pension on Page 3
- Update your personal details on Page 4
- Start the process to claim your pension on Page 5

This is not the correct form to use if you're a pensioner or an active member. Active members should contact their employer and pensioners should use the form for retired members.

Please complete and return this form to the pension scheme administrator:

MyCSP, PO Box 2017, Liverpool, L69 2BU



Remember to:

- use black ink, and CAPITAL LETTERS
- add your National Insurance (NI) number on each page
- sign and date the declaration on Page 6.

Please note: Most requests and updates can be completed over the phone, or by email. You can contact the scheme administrator by phone on **0300 123 6666** or by emailing contactcentre@mycsp.co.uk

Your personal details

Current full name	<input type="text"/>
Current address and postcode	<input type="text"/>
	<input type="text"/>
Your pension scheme (circle one only)	classic / classic plus / premium / nuvos / alpha
Telephone number	<input type="text"/>
Email address	<input type="text"/>

To ensure all your information is linked to your record, please include your:

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"/>
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Your employment history

Please list the employers / departments where you built up your Civil Service pension, and the start and end dates of that period of employment.

Employer	Dates

To ensure all your information is linked to your record, please include your:

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"/>
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Your request for information

Please send me details of my preserved Civil Service pension(s)

Please send me a 'current valuation' of my pension(s)

Please send me an estimate of my pension value for my divorce proceedings

Please send me a transfer quote

Please send a form to update my death benefit nominee

If you want to request any information not listed, tell us here:

To ensure all your information is linked to your record, please include your:

NI number

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Your request for changes

Please update my address to the one shown on Page 1		<input type="checkbox"/>
Please confirm your previous home address and postcode	<input type="text"/>	
	<input type="text"/>	
Date of the change	<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 update my name to the one shown on Page 1		<input type="checkbox"/>
Please confirm your previous name	<input type="text"/>	
	<input type="text"/>	
Date of change	<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 update my marital status		<input type="checkbox"/>
My new marital status	<input type="text"/>	
Date of change	<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 and / or your change of name (ie marriage, civil partnership, divorce, dissolution etc). Don't forget to update your death benefit nominee if they are affected by these changes.

If you want to update any other details, tell us here:

To ensure all your information is linked to your record, please include your:

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"/>
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Your request for payment of your pension

You should only use this page of this form if you are a deferred member and want to apply for payment of your preserved pension.

Civil Service Pensions will send you a quote showing the amounts that will be paid with some forms for you to complete and return.

Please send me a quote for payment of my pension

Please choose a claim date for your pension.

Claim date of my pension

 / /

On that date, I will be this old:

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

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 that does apply to you will be confirmed on your quote.

If you want to know more about the process, like how long each step can take, you can find that information in the 'What to expect' guide to claiming your pension.

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

Please provide with your application, a copy of the statement you received when your pension was preserved.

To ensure all your information is linked to your record, please include your:

NI number

Your declaration

I understand that:

- by completing this form, and signing the declaration, I am confirming that, to the best of my knowledge, the details I have supplied are correct.

Your signature: _____ Date: ____/____/____

To ensure all your information is linked to your record, please include your:

NI number									
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