

Information or change request - Retired members

You should use this form if you are currently receiving your Civil Service pension and you want to request information, or to update your personal details. You can find more information for retired members here: www.civilservicepensionscheme.org.uk/members/pensioners

After fully completing Page 1, you can:

- Request information about your pension on Page 2
- Update your personal details on Pages 3 and 4
- Change your bank details on Page 5

This is not the correct form to use if you're a deferred or active member. Active members should contact their employer. Deferred members should use the form for members with preserved pensions.

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"/>
-----------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------

Your request for information

Please send me a copy of the information from my latest P60

Please send me a pension payslip

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

Please send a form to update my death benefit nominee

If you want to request any other details, or have any queries not listed, tell us here:

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

NI number

--	--	--	--	--	--	--	--	--	--

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"/>								<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.

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"/>
-----------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------

Your request for changes (continued)

Please change the payment date of my pension

I would like my pension paid on this day each month

Changing the payment date of your pension will affect the amount of pension you receive in your next payment. Your next monthly payment will be for a part month only.

If you want to update any other details, or have any queries not listed, tell us here:

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

NI number

--	--	--	--	--	--	--	--	--	--

Your request for changes to bank details

Please change the account my pension is paid into	<input type="checkbox"/>
I live in the UK	<input type="checkbox"/>
I live outside the UK	<input type="checkbox"/>
Please confirm which country	<input type="text"/>

If you live outside the UK, you will need to complete a further document for your account details to be changed. We will send you any documents you need to sign.

Please confirm your current payment information:	
Sort code	<input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/>
Account no.	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Building society roll no.	<input type="text"/>

Please confirm your new payment information:	
Sort code	<input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/>
Account no.	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Building society roll no.	<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"/>
-----------	--

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									
-----------	--	--	--	--	--	--	--	--	--