



# Annex 6K – Compensation Scheme Information Form (CSCS 1)

We need some important information from you. It is essential that you complete the form in full to help us deal with your application for a quote.

**Scheme Reference number**

**Anticipated last day of service**

## Personal Details

**Title**

**Surname**

**Forename(s)**

**Employee number**

**National Insurance number**

**Date of birth**

**Marital Status****Date your marriage/civil partnership ended (if applicable)**

If your marriage / civil partnership has ended please enclose a photocopy of the Decree Absolute / dissolution certificate or Death Certificate as appropriate.

**Contact telephone number (work)****Contact email address (work)****Have you had any previous Civil Service employment?****Yes****No****If yes, please give details****Name of department****Approximate dates****Have you ever worked part time during your Civil Service employment?****Yes****No****Have you opted out of the Civil Service Pension arrangements?****Yes****No****Do you have a partnership or nuvos account?****Yes****No****Are you employed on a Fixed Term Appointment?****Yes****No****Are you currently in receipt of a Civil Service pension or Annual Compensation Payment?****Yes****No**

<b>Have you aggregated a previous period of Civil Service employment?</b>	<b>Yes</b>	<b>No</b>
<b>Do you have a preserved pension from a previous period of Civil Service employment?</b>	<b>Yes</b>	<b>No</b>
<b>Have you transferred in pension benefits from another pension scheme?</b>	<b>Yes</b>	<b>No</b>
<b>Are you buying Added Years /Added Pension?</b>	<b>Yes</b>	<b>No</b>

## Data protection

Your employer and the Scheme Administrator will only use the information contained in this form to obtain a quote of your entitlement.

Cabinet Office manages the Civil Service Pension Schemes and the Civil Service Compensation Scheme. The Scheme Administrator administers the pension scheme and is responsible for the payment of pension benefits.

The Scheme Administrator has a duty to protect the public funds it administers, and to this end may use the information they hold about you for the prevention and detection of fraud. They may also share this information with other bodies responsible for auditing or administering public funds for these purposes. For further information, see [www.civilservicepensionscheme.org.uk/about-us/national-fraud-initiative/](http://www.civilservicepensionscheme.org.uk/about-us/national-fraud-initiative/)

The scheme is committed to managing your data in line with the Data Protection Legislation.

For more information about how your data is managed please visit:  
[www.civilservicepensionscheme.org.uk/privacy-policy/](http://www.civilservicepensionscheme.org.uk/privacy-policy/)

**Declaration** - I certify that the information given on this form is correct and completed to the best of my knowledge and belief.

**I understand that if I am re-employed in a post covered by the Civil Service Pension arrangements I may have to repay some or all of my compensation payment.**

**Signed**

**Date**

**Name (CAPITALS)**