



Change of details form – pensioners

If you are currently receiving a Civil Service pension, you can update your personal details or address by logging in or registering for the Pension Portal, or by completing this form.

If you've left the scheme and have an unclaimed Civil Service pension, please use the 'Change of details and retirement application form – deferred members'.

If you're still contributing to your Civil Service pension, you can update your personal details with your employer.

Guidance notes

1. You must complete all relevant sections AND return the **full** form.
2. You must sign your form with a 'wet' signature and date it.
3. If you are changing your name you must supply an original copy of the relevant certificate to support your change of name.
4. If you are updating your marital status you must supply an original copy of the relevant certificate to support your change of marital status (for example marriage, civil partnership, divorce, dissolution).
5. If you want your pension to be paid into a bank account outside the UK, you will need to complete an overseas mandate form. You can find the mandates at: www.civilservicepensionscheme.org.uk/overseas-payment-mandates. (the page is not on the site yet but will be coming soon).
6. 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.

Please continue on Page 2.

For information on proof of ID requirements, visit:

www.civilservicepensionscheme.org.uk/proof-of-id

(the page is not on the site yet but will be coming soon).

Please complete this form in **black ink** and in **BLOCK CAPITALS** and return it to:

Civil Service Pensions, Capita Pension Solutions, PO Box 713, Darlington, DL1 9JZ.

IMPORTANT: We will be unable to process your form if it is incomplete.

Your personal details

Your name

Your date of birth (DD/MM/YYYY)

Your member number

Your current address

Postcode

Your telephone number

Your email address

What scheme are you in?

classic

nuvos

classic plus

alpha

premium

Your National Insurance (NI) number

Please continue on Page 3.

Change your bank details

If you'd like your pension to be paid into a bank account outside the UK, you will need to complete an overseas mandate form. You can find the mandates at:

www.civilservicepensionscheme.org.uk/overseas-payment-mandates

Please confirm your **previous** payment information:

Sort code

Account number

Building society roll number

Please confirm your **new** payment information:

Sort code

Account number

Building society roll number

Change of address

Your previous address

Postcode

Your new home address

Your new postcode

Date of change

Please continue on Page 4.

Change of name

Your previous name

Your new name

Date your name changed

You must supply an original copy of the relevant certificate to support your change of name.

Update your marital status

New marital status

Date of change

You must supply an original copy of the relevant certificate to support your change of marital status (for example marriage, civil partnership, divorce, dissolution).

Your declaration

I confirm that to the best of my knowledge the details I have supplied are correct.

Your signature

Date