



This is a POSTAL ONLY form. If you'd like to complete this form online, you can do so via our website by searching 'member forms'.

## Change of details form – pensioners

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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](http://www.civilservicepensionscheme.org.uk/overseas-payment-mandates).
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](http://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](http://www.civilservicepensionscheme.org.uk/proof-of-id)

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

**Capita Pensions Solutions, PO Box 713, Darlington DL1 9JZ**

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

## Your personal details

Your full name

Your date of birth (DD/MM/YYYY)

Your member number

Your 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](http://www.civilservicepensionscheme.org.uk/overseas-payment-mandates)

Please confirm your **previous** payment information:

Sort code

Account no

Building society roll no.

Please confirm your **new** payment information:

Sort code

Account no.

Building society roll no.

## 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**