



This is a POSTAL ONLY form. If you'd like to complete this form online, you can do so via the Knowledge Centre at [www.civilservicepensionscheme.org.uk/memberhub/knowledge-centre](http://www.civilservicepensionscheme.org.uk/memberhub/knowledge-centre)

## 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). (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](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)

(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	<input type="text"/>									
Your date of birth (DD/MM/YYYY)	<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 member number	<input type="text"/>									
Your current address	<input type="text"/>									
Postcode	<input type="text"/>									
Your telephone number	<input type="text"/>									
Your email address	<input type="text"/>									
What scheme are you in?	<input type="checkbox"/>	classic	<input type="checkbox"/>	nuvos	<input type="checkbox"/>	classic plus	<input type="checkbox"/>	alpha	<input type="checkbox"/>	premium
Your National Insurance (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"/>

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	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Account number	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Building society roll number	<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 number	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Building society roll number	<input type="text"/>						

## Change of address

Your previous address	<input type="text"/>
Postcode	<input type="text"/>
Your new home address	<input type="text"/>
Your new postcode	<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 continue on Page 4.

## Change of name

Your previous name

Your new name

Date your name changed

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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

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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

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