



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)

Civil Service Additional Voluntary Contribution Scheme – application form

Please complete this form in **black ink** and in **BLOCK CAPITALS**.

Section 1 - your details

Your full name								
Your National Insurance (NI) number	<input type="text"/>							
Your employer's name								
Your home address								
Postcode								
Your date of birth	<input type="text"/>							
Your marital status								
Your work email address								
Your daytime phone number								

Section 2 – the plan

The Civil Service Additional Voluntary Contribution Scheme is a pension scheme offered by Civil Service Pensions. The Civil Service Pensions' Scheme Manager is Cabinet Office.

The Scheme Manager has selected Legal & General as the Civil Service Additional Voluntary Contribution Scheme provider and your plan will be established with them.

Section 3 – your contributions

Please confirm how much you wish to contribute (if applicable).

1. I wish to contribute % of my pensionable pay

or

2. I wish to contribute £ per month from my pensionable pay

Your plan will be set up with a target retirement age of 67 (or 75 if you are already aged 66 or over); however you can change your target retirement age any time after you have joined.

Your declaration

1. I confirm that I wish to join the Additional Voluntary Contribution Scheme.
2. I understand that the current provider of the Civil Service Additional Voluntary Contribution Scheme is Legal & General. I acknowledge the Scheme Manager has the right to change the provider in future and to redirect my contributions and transfer my existing pension pot to the new provider.
3. I authorise my employer to deduct my personal contributions from my pay and to forward them to the Civil Service Additional Voluntary Contribution Scheme Provider.
4. I understand my employer will share the data on this form, and my payroll data, with the provider of the Civil Service Additional Voluntary Contribution Scheme, in order that my plan can be established and administered. I consent to my data being shared.
5. I understand the provider of the Civil Service Additional Voluntary Contribution Scheme will hold this personal data (referenced in point 4) and it will be processed by or on behalf of the provider of the Civil Service Additional Voluntary Contribution Scheme in order to administer the scheme. I consent to my data being held and processed in this way.
6. I understand that my employer and the provider of the Civil Service Additional Voluntary Contribution Scheme will pass personal data to the Scheme Manager, their administrators and advisers, for the administration of the Civil Service Additional Voluntary Contribution Scheme. Data may include, but is not limited to, the personal data referenced in point 4, data on my retirement age, investment selection, fund value etc. I consent to my data being shared and utilised in this way. Our privacy policy can be found via the following link:
www.civilservicepensionscheme.org.uk/privacy-policy

Full name

Your signature

Date

Please return the completed form to your employer