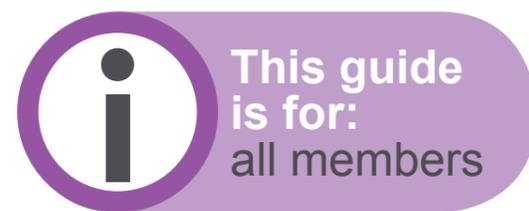


# Keeping your personal information up to date



This guide highlights the importance of keeping your personal information up to date and how to do it.



## Who's responsible for my pension information?

The information used to administer your Civil Service Pension is held and maintained by your employer.

Employers routinely supply this information to the scheme administrator, who uses it to produce important scheme communications such as Annual Benefits Statements, Pension Saving Statements and retirement quotations.

You are required to notify your employer of any changes to your personal information, to ensure that the scheme holds up to date information for you.

## What is my 'personal information'?

Your Civil Service Pensions record contains scheme and personal information. Scheme information includes your length of service, salary, start date, and employer. Your personal information includes your National Insurance number, date of birth, and address.



## Recently moved house?

If you've recently moved house but haven't notified your employer, you may not receive important scheme information. Make sure you tell your employer so that documents go to the right address.

## Why is it important to keep it up to date?

 To ensure that you are able to receive regular and important communications about your pension from Civil Service Pensions.

 To ensure that your pension is calculated correctly and that you are in receipt of your full entitlements (such as dependant's benefits or spouse's pension).

## How do I check the information the scheme holds about me?

Your Annual Benefit Statement displays the information the scheme currently holds for you.

If you note any details which need updating, you need to tell your employer, who in turn, will tell the administrator.



## Need to update your personal information? Here's how...

If you are an active scheme member (i.e. currently contributing to the scheme) you must contact your employer's HR department or Shared Services.

If you're a deferred member, i.e. you left the Civil Service (or an employer covered by the Civil Service pension arrangements) and were awarded a pension that you have not yet claimed, you can update your personal details by writing to the scheme administrator.

Write to:  
**MyCSP**  
**PO Box 2017**  
**Liverpool**  
**L69 2BU**



Tell us what you think about this guide [www.smartsurvey.co.uk/s/quickstart](http://www.smartsurvey.co.uk/s/quickstart)

**Please note:** These are guidelines only, all benefits have eligibility criteria and time limits. See the scheme guides for more information.