

What do I need to know about switching schemes...

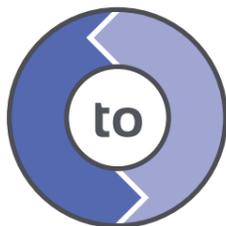
...can I switch schemes, and how do I do it?



What scheme could I switch to?

Scheme members can change the scheme they are currently a member of:

classic or classic plus premium, nuvos, alpha



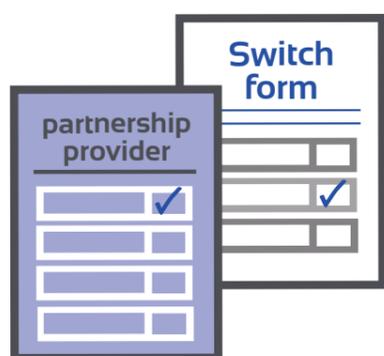
the partnership pension scheme

For example, if you're in premium, you could switch to partnership, or if you're in partnership, you could switch to whichever scheme you're eligible to join.

How do I apply to switch?

You need to complete a switch form, which you can find on the [member forms page](#) of the Civil Service Pensions website.

Select the option you want and send it to your employer so they can make the changes.



If you're switching to the partnership scheme, you'll also need to complete the provider's application form.



This guide is for: members of classic, classic plus, premium, nuvos, alpha and partnership

When can I switch?

Switching can occur at any point, but only once during a 12 month period. This can be done by completing the switch form which must be sent to your HR Department two months before the switch date.

Why should I switch?

Neither your employer, or the scheme administrator, can tell you which of the schemes might be best for you.

Each scheme has its own benefits, some of the differences are detailed below **but please consult the scheme guides for more information:**

www.civilservicepensionscheme.org.uk/publications

	classic, classic plus, premium, nuvos and alpha	partnership
What kind of scheme is it?	Classic, classic plus and premium are final salary schemes, nuvos and alpha are career average schemes.	Defined contribution (DC) scheme.
How much will my contributions be?	Between 4.6% and 8.05% of your pensionable earnings, depending on how much you earn. Your employer also pays a contribution for you.	You don't have to pay anything, but your employer will match any contributions you make, up to 3%. Your employer also pays a contribution for you (even if you pay nothing).
How does my pension build up?	It's worked out based on how much you earn and how long you've been a scheme member. Each scheme has its own calculation.	Your contributions are invested and your fund is based on how your investments perform.
What will I get at retirement?	You'll get a pension and you can also choose to exchange some of your pension for a one-off tax-free lump sum.	You can choose how to use your partnership fund at retirement. As a pension style payment, reinvestment, or as a lump-sum.

If you're still unsure, you should consider getting some financial advice.



Tell us what you think about this guide www.smartsurvey.co.uk/s/quickstart

Please note: These are guidelines only, all benefits have eligibility criteria and time limits. Increasing your retirement savings can have tax implications, see the scheme guides for more information.