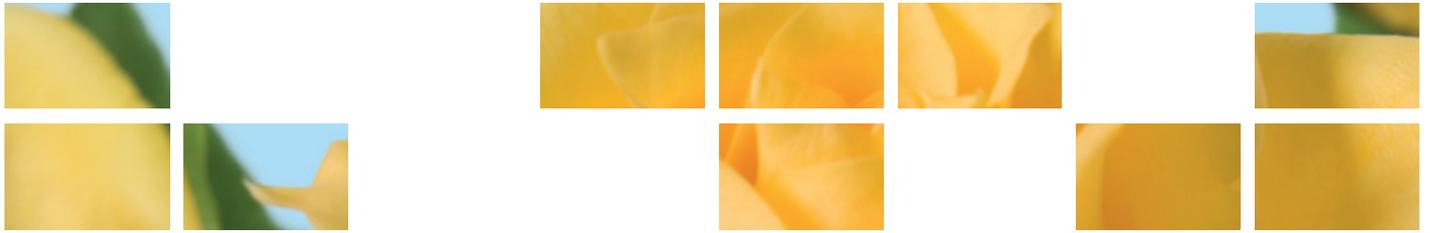




Civil Service Pensions

Pension Choices – nuvos or partnership
A guide to available benefits

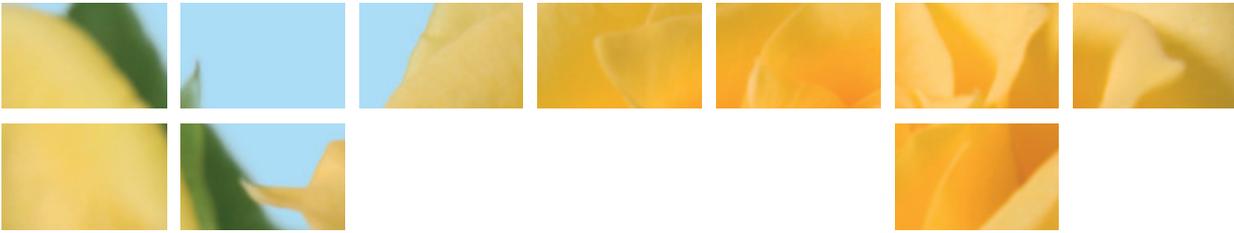




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Note: This booklet provides a guide to enable you to make your choice of pension. It may not cover every aspect. The full details are contained only in the rules, which are the legal basis of the scheme. You should note that nothing in this booklet can override the rules, and in the event of any unintentional difference, the rules will prevail. Text in bold in this booklet has an entry in the technical terms section at the end of this booklet.



Welcome to Civil Service pensions

Firstly, congratulations on your new job. We hope your Civil Service career is happy, fulfilling and successful.

We have a long history of providing staff with a pension when they retire from work. Your pension is a valuable part of your pay package. In addition, Civil Service pension arrangements provide a wide range of benefits for you and your family both whilst you are working and when you leave the Civil Service.

You have a choice of pension arrangements:

- **nuvos** - a Defined Benefit pension scheme; or
- **partnership pension account** - a Defined Contribution scheme with an employer contribution.

The Pension Act 2011 requires all employers to automatically enrol all workers who are not currently in a qualifying pension scheme.

Also, it is important that you read the contents of this booklet before you decide.

It is important that you complete and return your **PensionChoices** form even if you intend to remain in **nuvos**. This:

- gives us your death benefit nomination;
- lets us know if you wish to transfer in any previous service, or benefits from another pension scheme;
- allows you to ask for more information about increasing your benefits;

- asks you whether you want to complete a Partner Declaration Form.

If you want to have a **partnership pension account**, it is important that you complete and return your **PensionChoices** form within 3 months of joining so that any contributions to **nuvos** can be refunded or paid into your **partnership pension account**.

You must also complete the partnership pension application form on the Civil Service Pensions website.

Both choices offer valuable benefits but their suitability depends on your personal circumstances.

We recommend that you read this booklet carefully and keep it for future reference. It gives you a summary of your pension choices.

It offers you some pointers on:

making up your mind - page 20;

things to consider, page 21;

and making your choice - page 25.

IMPORTANT NOTE:

time limits:-

- 12 months for transfers in to **nuvos**.
- return your **PensionChoices** form within 3 months.



Pensions basics

Many people find pensions confusing. We have therefore tried to answer some of your immediate questions.

What is a pension?

In simple terms, a pension scheme is just a type of savings plan to help you save money for later life. It also has favourable tax treatment compared to other forms of savings.

How does it work?

As a member of a pension scheme, you, and your employer, will pay contributions that pay for a pension and any other benefits from the scheme.

If you open a **partnership pension account** you do not have to contribute but your employer will.

Pensions? Why do I need to think about them now?

Depending on the type of scheme you are in, you will have various options when you retire. Although you may not retire for many years yet, you do need to plan beforehand to make sure that you get the pension you want.

The Government encourages people to save for their retirement. You will get tax relief on your pension contributions, and pension funds get special tax treatment.

Won't the State look after me?

Your own individual needs may mean that the State pension may not provide you with all of the income you require. Changes in legislation may also mean that the present benefits available may not apply in the future.



Your pension choices

What options do I have?

You may choose between two pension arrangements:

- the **nuvos** pension scheme; or
- a **partnership pension account**.

nuvos is a Defined Benefit pension scheme to which you and your employer make contributions. You earn an amount of pension each year based on your **pensionable earnings**. Your pension will be increased in line with rises in the cost of living.

A **partnership pension account** is a Defined Contribution occupational pension scheme. You do not have to pay any contributions but your employer will pay contributions into your pension fund whether you wish to contribute or not. These contributions are invested for you by Legal and General. Over the years, your pension fund may grow with investment returns (the money earned by your invested pension contributions). However, the value of your investments may fall as well as rise.

Opting out

You can choose to opt out of the Civil Service pension arrangements. You should be aware that both schemes provide other benefits as well as providing possible income in retirement.

What benefits might I expect?

This will depend upon whether you choose **nuvos** or **partnership** but you may expect:

- A death-in-service lump sum paid to whomever you have nominated should you die in service;
- The opportunity to have a pension from a **partnership** account without you paying a penny;
- Your employer will contribute towards your pension and other benefits;
- Tax relief on your pension contributions.

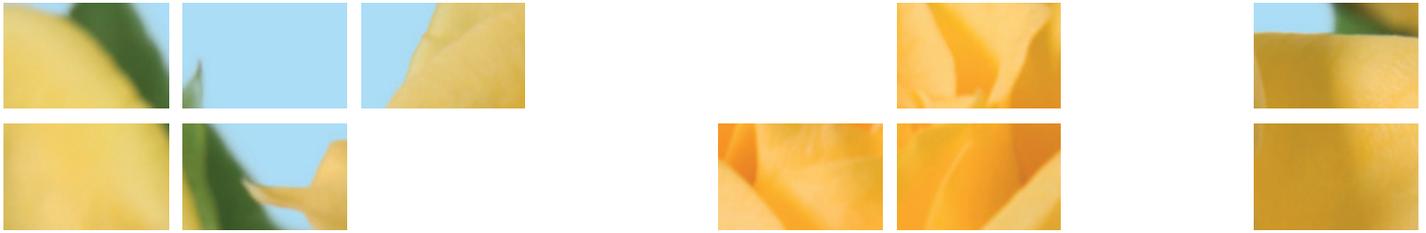
How do these options compare?

The following section should help you by answering some of the questions you may have.



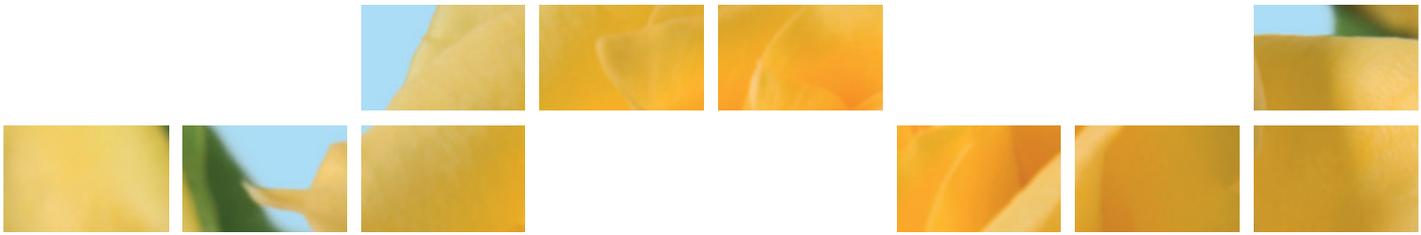
Summary of scheme benefits

Defined Benefit scheme	Defined Contribution arrangement
nuvos	partnership
Employer contributions	
Employee contributions – See the Civil Service Pensions website for current rates.	No employee contribution required, but employer will match contributions up to 3% of pay (as well as paying a contribution based on employee age).
Retirement pension for the member based on pensionable earnings throughout the career and increased in line with rises in the cost of living.	You have different choices when you start drawing retirement benefits – one of these is to buy an annuity to provide a lifetime income.
Benefits payable on retirement from age 65, or from 55 on a reduced basis. If re-employed in an organisation covered by the Civil Service pension arrangements, any pension in payment may be reduced whilst working.	Benefits may be taken from age 55. Do not have to retire in order to take benefits and salary is not affected.
Lump sum – available on retirement by giving up some pension.	Lump sum possible from pension pot, 25% of the pot's value can usually be taken tax free.
Death-in-service lump sum – 2 x your pay for nuvos .	Death-in-service lump sum – 3 x your pay for partnership.
Pension benefits after member's death for husband, wife, civil partner , partner and eligible children.	On death before retirement, the nominated beneficiary will receive the pension pot. On retirement, the member can choose to purchase an annuity that provides an income for themselves and their dependants .
Pension paid early on ill-health retirement.	Lump sum paid on ill-health retirement.
Opportunity to increase pension benefits by buying added pension, or by contributing to a separate money-purchase scheme. You may also be able to transfer in benefits from a previous pension arrangement.	Flexibility to increase pension pot and eventual benefits within HMRC employee contribution limits.



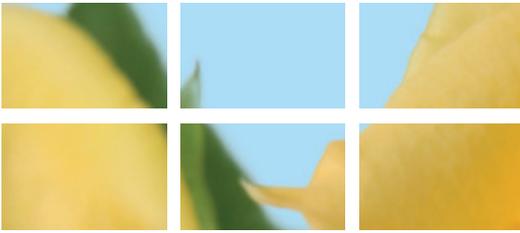
Your questions answered

you ask...	nuvos	partnership
How does my pension work?		
<p>Are there any conditions for receiving a pension?</p>	<p>You will only be able to have a nuvos pension if you meet the qualifying conditions in the scheme rules. As a general rule, this means that you have to work for a Civil Service pensions employer for a minimum of two years. The only exceptions to this are:</p> <ul style="list-style-type: none"> - any period of service transferred from another pension scheme counts towards the two year requirement - if you transfer a personal pension into the scheme the two year requirement is satisfied immediately - if you are retiring from active service at or after age 65 there is no minimum service period. 	<p>You must be eligible for a Civil Service pension.</p>
<p>How much will I get?</p>	<p>Every year you will earn a pension based on your pensionable earnings in that year.</p> <p>At present the scheme rules give you a pension of 2.3% of pensionable earnings each year. Your Scheme Administrator (MyCSP) will send you a statement after the end of every scheme year so you can see how your nuvos pension account is growing.</p>	<p>You have a number of choices in respect of your pension fund, this can include purchasing an annuity to provide a guaranteed lifetime income.</p>
<p>Can I have a lump sum as well as a pension?</p>	<p>When you come to retire, you will have an option to give up some of your pension in exchange for a lump sum. This is called "commutation". The scheme uses an exchange rate of £1 of annual pension for every £12 of lump sum. Under current tax law the lump sum is tax-free and the maximum lump sum is worked out as pension (before commutation) x 30 / 7.</p> <p>Example: When Dave retires his nuvos account shows that he has built up a pension of £14,000 a year. The maximum lump sum he can take = £14,000 x 30 / 7 = £60,000. If Dave chooses to take the maximum lump sum then his pension will be reduced by £60,000/12 = £5,000. This means that Dave will retire with a pension of £9,000 a year plus a tax-free lump sum of £60,000.</p>	<p>Under current tax law you can usually take up to 25% of your fund as a tax free lump sum at any time from age 55 subject to the Lifetime Allowance.</p>



Your questions answered

you ask...	nuvos	partnership																																								
How does my pension work?																																										
<p>Will you increase my pension?</p>	<p>We will work out the balance on your nuvos pension at the end of every scheme year (that is, in March) and then increase your account in April. This increase reflects the rises in line with the cost of living for the year to the previous September. These increases apply every year whether you are in service, are drawing your pension or have left but are waiting for your pension to come into payment.</p>	<p>Over the years your pension fund may grow with investment returns (the money earned by the invested pension contributions). However, the value of your investments can fall as well as rise.</p>																																								
<p>What will my pension account look like?</p>	<p>Example: Kelly's pensionable earnings are:</p> <table border="0" style="width: 100%;"> <tr> <td>Year 1 (a part year)</td> <td style="text-align: right;">£15,000</td> </tr> <tr> <td>Year 2</td> <td style="text-align: right;">£20,000</td> </tr> <tr> <td>Year 3</td> <td style="text-align: right;">£21,000</td> </tr> <tr> <td>Year 4 (a part year)</td> <td style="text-align: right;">£10,000</td> </tr> </table> <p>Kelly's nuvos pension account would show:</p> <table border="0" style="width: 100%;"> <tr> <td>Year 1</td> <td style="text-align: right;">Balance</td> </tr> <tr> <td>2.3% x £15,000 = £345</td> <td style="text-align: right;">£345</td> </tr> <tr> <td>Year 2</td> <td></td> </tr> <tr> <td>Cost of living increase (say £9)</td> <td style="text-align: right;">£354</td> </tr> <tr> <td>2.3% x £20,000 = £460</td> <td style="text-align: right;">£814</td> </tr> <tr> <td>Year 3</td> <td></td> </tr> <tr> <td>Cost of living increase (say £20)</td> <td style="text-align: right;">£834</td> </tr> <tr> <td>2.3% x £21,000 = £483</td> <td style="text-align: right;">£1,317</td> </tr> <tr> <td>Year 4</td> <td></td> </tr> <tr> <td>Cost of living increase (say £33)</td> <td style="text-align: right;">£1,350</td> </tr> <tr> <td>2.3% x £10,000 = £230</td> <td style="text-align: right;">£1,580</td> </tr> <tr> <td>Year 5</td> <td></td> </tr> <tr> <td>Cost of living increase (say £40)</td> <td style="text-align: right;">£1,620</td> </tr> <tr> <td>Year 6</td> <td></td> </tr> <tr> <td>Cost of living increase (say £41)</td> <td style="text-align: right;">£1,661</td> </tr> <tr> <td>... and so on.</td> <td></td> </tr> </table>	Year 1 (a part year)	£15,000	Year 2	£20,000	Year 3	£21,000	Year 4 (a part year)	£10,000	Year 1	Balance	2.3% x £15,000 = £345	£345	Year 2		Cost of living increase (say £9)	£354	2.3% x £20,000 = £460	£814	Year 3		Cost of living increase (say £20)	£834	2.3% x £21,000 = £483	£1,317	Year 4		Cost of living increase (say £33)	£1,350	2.3% x £10,000 = £230	£1,580	Year 5		Cost of living increase (say £40)	£1,620	Year 6		Cost of living increase (say £41)	£1,661	... and so on.		<p>The amount of your pension "pot" will be the value of the funds and will depend on the level of contributions, the performance of your chosen fund(s) and the charges applicable to each fund.</p>
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<p>I work part-time. How does this affect my pension?</p>	<p>The pension you earn every year reflects your pensionable earnings in that year whether you work full-time or part-time.</p>	<p>Your contributions are a percentage of pensionable earnings.</p>																																								



Your questions answered

you ask...	nuvos	partnership
How does my pension work?		
<p>When do I get my pension?</p>	<p>You can choose to retire at any age from 55, but if you draw your pension before 65, the scheme pension age, it will be reduced to take account of the fact that it will be in payment for longer. If you delay your retirement until after age 65 your pension will be increased to take account of the fact that it will be in payment for a shorter time.</p> <p>You cannot access your pension while you are working for a Civil Service pensions employer unless you meet the conditions for flexible retirement.</p>	<p>You can choose to access your pension pot from age 55.</p>
<p>Do I get a State pension as well?</p>	<p>Qualification for the State pension will be dependent on your qualifying National Insurance contributions prior to state retirement age. Information about the new State pension can be found here: www.gov.uk/new-state-pension</p>	<p>Qualification for the State pension will be dependent on your qualifying National Insurance contributions prior to state retirement age. Information about the new State pension can be found here: www.gov.uk/new-state-pension</p>
<p>How much will it cost me?</p>	<p>You will pay a percentage of your pensionable earnings. See the Civil Service Pensions website for current rates. The contributions will be deducted before your income tax is worked out so you will get tax relief at the highest rate that you pay.</p> <p>Example: Chris pays basic rate income tax at 20%. Chris's monthly pension contribution is £52.50 before tax relief. But the net cost to Chris, taking account of tax relief, is just under £42 a month.</p> <p>Example: Jane pays higher rate income tax at 40%. Jane's monthly pension contribution is £175 before tax relief. But the net cost to Jane, taking account of tax relief, is £105 a month.</p>	<p>You don't have to pay anything.</p> <p>But if you do contribute, your employer will match this up to 3% of your pay in addition to the employer age-related contributions.</p> <p>You can pay up to 100% of your taxable income or £3,600, whichever is the higher, and receive full tax relief, subject to the Annual Allowance.</p>



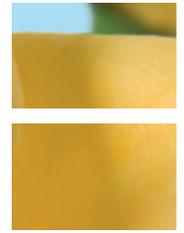
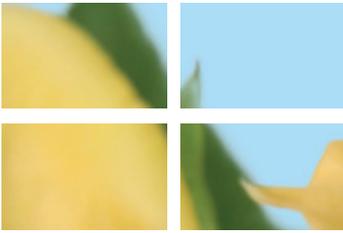
Your questions answered

you ask...	nuvos	partnership						
How does my pension work?								
<p>Are my contributions fixed?</p>	<p>The contribution rates have been set taking into account the scheme valuation, and the current higher rate tax threshold.</p> <p>If the scheme valuation changes, contribution rates may change. Current contribution rates can be found on the Civil Service Pensions website: www.civilservicepensionscheme.org.uk</p>	<p>You can vary your contribution rate but you have to give notice.</p>						
<p>How much does my employer pay?</p>	<p>Your employer pays the balance of the cost of providing the Civil Service pension arrangements.</p>	<p>Your employer will pay:</p> <ul style="list-style-type: none"> • a contribution of between 8% and 14.75% based on your age; • plus extra contributions matching yours up to 3% of your pensionable earnings; • the cost of benefits on death-in-service; • the cost of benefits on ill-health retirement. 						
<p>Is there a limit to the amount of pension I can receive?</p>	<p>Your nuvos pension cannot be more than 75% of your final pay. In most cases final pay will be your last 12 months' pensionable earnings but, if your earnings were higher in the past, we will look back to an earlier scheme year.</p> <p>Example: Mo's earnings dropped as he approached retirement. This is because Mo stopped working unsocial hours and also moved to part-time working.</p> <p>Mo's earnings in his final years were:</p> <table border="0" style="width: 100%;"> <tr> <td style="padding-right: 20px;">Year of retirement (6 months) -</td> <td style="text-align: right;">£10,000</td> </tr> <tr> <td>Year before retirement -</td> <td style="text-align: right;">£19,000</td> </tr> <tr> <td>2 years before retirement (full-time)</td> <td style="text-align: right;">£36,000</td> </tr> </table> <p>So Mo's best year's pensionable earnings were £36,000 and the maximum pension Mo can earn is £27,000 a year.</p>	Year of retirement (6 months) -	£10,000	Year before retirement -	£19,000	2 years before retirement (full-time)	£36,000	<p>No.</p>
Year of retirement (6 months) -	£10,000							
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Your questions answered

you ask...	nuvos	partnership
Transferring in pensions from another scheme		
<p>I have a pension from another employer. Can I bring this into the scheme?</p>	<p>You can apply to transfer a pension from another pension scheme or arrangement but you need to be aware that the scheme may not accept it for technical reasons.</p> <p>If the scheme accepts your transfer it will buy you an index-linked pension with a pension age of 65 (unless your transfer is made on Public Sector Transfer Club terms – see below). You need to be aware that your transferred-in pension will be subject to the same rules as your main pension; in particular you will not be able to draw your pension before you retire (unless you meet the conditions for flexible retirement).</p>	<p>Before transferring into a DC scheme, the Pensions Regulator recommends that you should obtain financial advice to ensure you understand the risks involved. Some types of pensions cannot be transferred to this type of scheme. For more information contact Legal and General: www.legalandgeneral.com/csp</p>
<p>Are there time limits on transferring my pension?</p>	<p>Your Scheme Administrator (MyCSP) must receive your transfer application within 12 months of you joining nuvos. This time limit applies to all transfers, except for those from a Club scheme. In those cases the time limit is 12 months from being eligible to join nuvos.</p>	<p>Your pension provider will tell you about the transfer arrangements.</p>
<p>What is the Public Sector Transfer Club?</p>	<p>This is a club which provides special transfer terms when people move from one pension scheme to another. Most large public service pension schemes (such as those run for Local Government, the NHS, teachers, and universities) belong to the Club.</p> <p>Club terms only apply when an individual moves on a voluntary basis. To find out more about the Club, see the leaflet on our website or ask your Scheme Administrator (MyCSP) for a copy.</p>	<p>This is not applicable.</p>



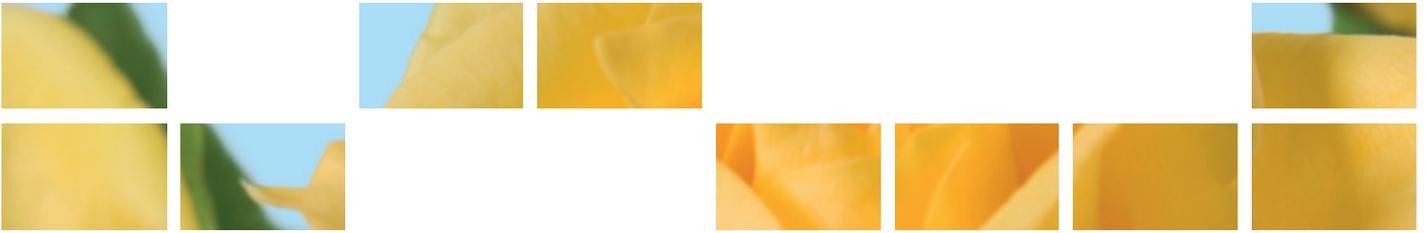
Your questions answered

you ask...	nuvos	partnership
Transferring in pensions from another scheme		
<p>How does a Club transfer work?</p>	<p>Club schemes work out their pensions on the basis of years of service and final salary. If you transfer a pension into nuvos from a Club scheme you will be credited with a number of years' service. These will carry on giving you final salary benefits of 1/60 of pensionable earnings for each year of service.</p> <p>On top of this you will build up nuvos benefits as described above.</p> <p>Example: Zak brings in a Club transfer from the NHS scheme. It gives him a 15 year service credit in nuvos. Zak leaves after a further 5 years, when he is earning £24,000 a year and has built up benefits in nuvos of a pension of £2,200 a year.</p> <p>Zak's total nuvos pension = £2,200 + (15/60 x £24,000) = £8,200 a year.</p>	<p>This is not applicable.</p>
<p>What do I do first?</p>	<p>If you want to enquire about transferring a pension you should tick the box on your PensionChoices form. Your Scheme Administrator (MyCSP) will contact you to ask you for further information. They will contact your old pension scheme to get a valuation and to make sure that there are no technical obstacles to a transfer taking place. Your Scheme Administrator (MyCSP) will send you an estimate telling you what your transfer would buy in nuvos.</p>	<p>Contact your partnership pension provider.</p>
<p>How do I apply?</p>	<p>Once you have received your estimate you then decide whether or not to go ahead and apply for the transfer to take place. Your Scheme Administrator (MyCSP) must receive your application within 12 months of you joining nuvos, or being eligible to join nuvos in the case of Club transfers.</p>	<p>Your partnership pension provider will tell you.</p>



Your questions answered

you ask...	nuvos	partnership
Pension boosting		
<p>What options do I have for topping up my pension?</p>	<p>You can buy added pension in nuvos and/or build up a money purchase pension pot to sit alongside your nuvos pension.</p> <p>You can buy added pension by monthly contributions or lump sum. Monthly contributions will only be allowed for a full scheme year, although on joining the scheme you will be allowed to begin monthly payments during the first 3 months of service.</p> <p>You will be limited to a maximum of one lump sum purchase per scheme year. Lump sum purchases will not be allowed during the first 12 months of scheme membership. For further information see our website: www.civilservice.gov.uk/pensions.</p> <p>If you increase your pension savings in any year over the Annual Allowance set by HM Revenue and Customs, you may incur a tax charge. This will mainly affect high earners and people paying by lump sum, but will depend on your circumstances. For more information, including examples, see the HMRC website: www.hmrc.gov.uk</p>	<p>You can choose to increase your contributions to your partnership pension account. You can get tax relief on contributions up to the higher of 100% of your earnings or £3,600.</p>
<p>I am on a fixed-term appointment (FTA). Do I have the same choices?</p>	<p>Yes.</p>	<p>Yes.</p>



Your questions answered

you ask...	nuvos	partnership
Ill-health		
<p>What provision is there for Ill-health cover?</p>	<p>If your health is such that the scheme medical adviser agrees that it is likely to prevent you from doing your job now and in the future, the scheme will pay your pension early without reduction for early payment providing you have been in the scheme long enough to qualify for a pension.</p> <p>If you are so ill that the scheme medical adviser considers that you are unable to work at all, we will increase your pension to reflect your lost years of earnings.</p>	<p>If you have to leave the Civil Service before you are 65, and our medical adviser agrees that you cannot do your own or a similar job because your health has broken down permanently, we may pay you a lump sum when you leave.</p> <p>We will only pay the lump sum if you have worked for us for at least two years.</p> <p>If you want to draw your pension early, contact your pension provider.</p>
<p>What if I become ill after I leave the scheme?</p>	<p>If you are terminally ill (with a life expectancy of less than 12 months) you can apply to have your pension benefits “commuted” into a lump sum of 5 times your pension.</p>	<p>You may be able to claim your pension pot before age 55 if you are terminally ill (with a life expectancy of less than 12 months). You should contact your provider for more details.</p>



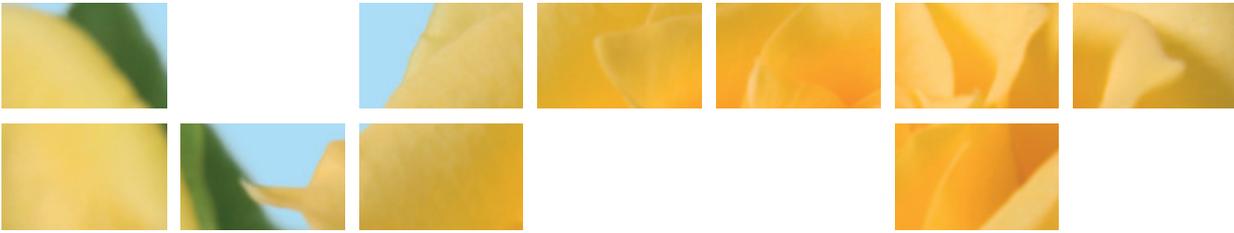
Your questions answered

you ask...	nuvos	partnership
Leaving before pension age		
<p>What options do I have if I resign?</p>	<p>Provided you qualify for a pension, you will have the choice of:</p> <ul style="list-style-type: none"> • preserving your pension in the scheme; or • taking a transfer to another Defined Benefit scheme. <p>If you preserve your pension it will continue to increase in line with rises in the cost of living each April and it will then come into payment when you reach age 65.</p> <p>If you leave with at least 3 months' service but before you have qualified for a pension, you will have the choice of:</p> <ul style="list-style-type: none"> • a refund of contributions, less tax; or • taking a transfer to another scheme. <p>If you leave within your first 3 months we will refund your contributions, less tax.</p>	<p>Your employer contributions will stop, you keep your pension fund. You should discuss your options with your provider.</p>
<p>I am on a fixed-term appointment (FTA). When can I draw my pension?</p>	<p>You can claim your preserved pension at any age from 55, but if you take it before 65 it will be reduced as it will be paid for more years.</p> <p>If you claim your preserved pension after age 65 it will be increased for late payment.</p>	<p>You can access your pension from age 55 and you do not have to retire to do so.</p>



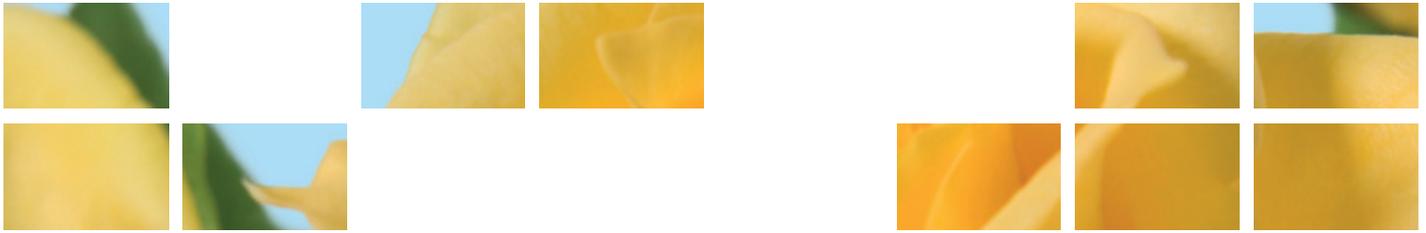
Your questions answered

you ask...	nuvos	partnership
Death benefits		
<p>What happens if I die in service?</p>	<p>The scheme will pay a lump sum to your beneficiaries of the better of:</p> <ul style="list-style-type: none"> • 2 x your pensionable earnings; or • 5 x the pension (including added pension) you have built up in nuvos. <p>If you are buying added pension, this will also provide benefits on death-in-service.</p>	<p>We will pay a sum of three times your pensionable earnings to the person (or people) you have named – your beneficiaries.</p> <p>This sum will normally be tax-free. Your Partnership provider will be guided by your nomination on the ‘Nomination of Beneficiary’ form.</p>
<p>What is a beneficiary and how do I nominate one?</p>	<p>Beneficiaries are the people you want to receive any lump sum when you die. You may want to nominate a single beneficiary – for example your husband, wife, civil partner or partner. Or you may prefer us to divide up your lump sum – for example among your children.</p> <p>Alternatively, you may nominate an organisation to receive a lump sum – for example a charity.</p> <p>You nominate your beneficiaries on your PensionChoices form. You can change your nomination at any time</p> <p>– contact your Scheme Administrator (MyCSP) for a form. The death benefit nomination form is also available on the Civil Service website at www.civilservicepensionscheme.org.uk</p>	<p>The partnership provider will provide a separate nomination form.</p>
<p>Who gets the death-in-service lump sum?</p>	<p>Your Scheme Administrator (MyCSP) will be guided by your death benefit nomination – this is included on your PensionChoices form. If you have not made a nomination, the scheme will pay the benefit to the people who have responsibility for sorting out matters after your death.</p>	<p>The Partnership provider will be guided by your death benefit nomination.</p>



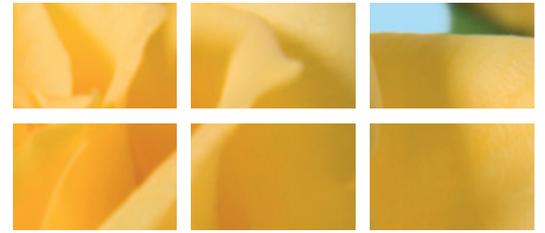
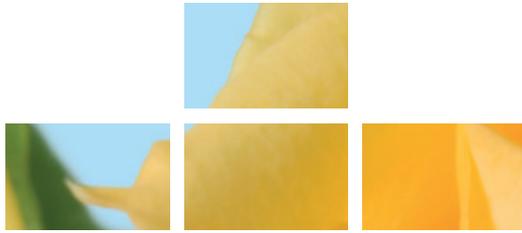
Your questions answered

you ask...	nuvos	partnership
Death benefits		
What if I die after leaving but before I retire?	When someone dies with a preserved pension, the scheme will pay a lump sum of 5 times your pension (including added pension).	Your provider will pay the value of your fund, guided by your death benefit nomination.
What if I die shortly after I retire?	If you die within 5 years of starting to draw your nuvos pension, the scheme will pay a death lump sum – reflecting the balance of 5 years' worth of your pension.	If the partnership pension account remains, the balance will be paid to the beneficiaries . If an annuity has been purchased the annuity provider will provide further information as the annuity can be set up on a joint life basis.
What will my dependants get?	Provided you would have qualified for a pension, nuvos will pay an adult dependant's pension after your death. This will be based on the amount of pension you have and may be enhanced if you die while in service.	If the partnership pension account remains, the balance will be paid to the beneficiaries . If an annuity has been purchased the annuity provider will provide further information.
Will my children get a pension?	Pensions are paid to eligible dependent children up to the age of 23. The amount of the pension will vary depending on the number of children and also whether or not there is an adult dependant pension payable.	If there is any remaining balance, this can be paid to the beneficiaries , which can include children. If an annuity has been purchased, the annuity provider will provide further information.



Your questions answered

you ask...	nuvos	partnership
Questions for rejoiners		
<p>I have a preserved final salary pension from my earlier service – what choices do I have?</p>	<p>Provided that you resigned when you last left service, you have the choice of:</p> <ul style="list-style-type: none"> - leaving your pension preserved for payment (normally at age 60); or - giving up your preserved pension and, instead, linking your earlier service to give you a final salary pension based on $1/60 \times$ your pensionable earnings when you next leave. <p>If you left on terms other than resignation, your earlier pension remains preserved.</p>	<p>You can leave your pension preserved.</p>
<p>Are there limits on the pension I can build up?</p>	<p>If you have any Civil Service pension calculated on a final salary basis these years will be taken into account in working out your limit in nuvos.</p> <p>Example: Pedro gives up a preserved Civil Service pension and links 15 years' service to give him final salary benefits. This will be deemed to use up $15/60 \times 100\% = 25\%$ of his nuvos limit. So the maximum pension that Pedro can earn in nuvos = 50% of his best year's pensionable earnings rather than 75%.</p> <p>If you increase your pension savings in any year over the annual allowance set by HM Revenue and Customs, you may incur a tax charge. For more information see the HMRC website: www.hmrc.gov.uk</p>	<p>If you increase your pension savings in any year over the Annual Allowance set by HM Revenue and Customs, you may incur a tax charge. For more information see the HMRC website: www.hmrc.gov.uk</p>
<p>I am already receiving a Civil Service pension – can I build up more pension?</p>	<p>If you are receiving a final salary pension, then the limit on your nuvos pension will be as described in the previous answer. Any pension from a partnership pension account does not impact on the benefits you can earn in nuvos.</p> <p>Example: Huw is receiving a Civil Service pension based on 45 years' service. This is deemed to use up $45/60 \times 100\% = 75\%$ of his nuvos limit. So Huw cannot build up any further benefits in nuvos (but he could open a partnership pension account).</p>	<p>Yes.</p>



Your questions answered

you ask...	nuvos	partnership
Questions for rejoiners		
<p>Why can't I go back into my old final salary scheme?</p>	<p>The final salary schemes are closed to new entrants with effect from 30 July 2007. There are limited provisions for allowing people who left on resignation to rejoin, but only where they return within 5 years.</p>	<p>This is not applicable.</p>



Making up your mind

You have other sources of information to help you make up your mind.

www.civilservicepensionscheme.org.uk

www.legalandgeneral.com/csp

www.thepensionsadvisoryservice.org.uk

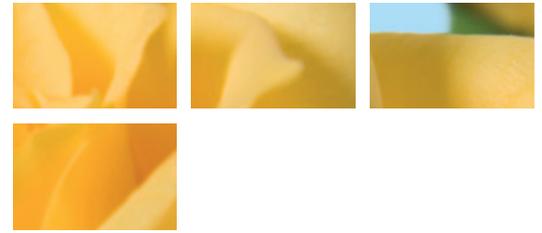
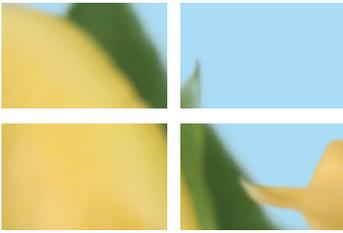
www.Pensionwise.gov.uk

You may also wish to speak to an Independent Financial Adviser.



Some of the things you may wish to consider

	nuvos	partnership	Your comments and thoughts
How long you expect to stay in the Civil Service.	If you leave within your first two years of membership, you will generally just get a refund of your contributions (less tax after contributions). If you leave with at least 3 months' service, you can apply for a transfer of the notional value of your pension benefits into another pension scheme or arrangement.	You begin accruing benefits from day one.	
How much you are prepared to pay for your pension.	See the Civil Service Pensions website for current contribution rates.	You do not have to pay anything if you don't want to.	
How much certainty you want.	You build up pension amounts each year based on your pensionable earnings . Your pension is increased in line with rises in the cost of living.	As well as your own contributions, your employer will contribute a percentage of your pensionable earnings to your partnership pension account . Your final pension pot will depend on the return from your investments.	



Things to consider

	nuvos	partnership	Your comments and thoughts
Who you want a pension for.	This arrangement will provide a pension for your husband, wife, civil partner or partner and for your children when you die – you pay for these benefits whether you want them or not.	You and your employer's contributions pay towards these benefits.	
Benefits for your family if you die in service.	Pays a lump sum if you die in service. Provides your husband, wife, partner or civil partner and eligible children with a pension.	Pays a lump sum of three times your pay if you die in service. Does not provide a pension for your dependants , but your pension pot will be paid as a lump sum using your named beneficiaries as a guide.	
Support for you if you have to give up work because of ill-health.	You can apply to have your benefits paid early, this will depend on your future ability to work.	You could receive a lump sum payment up to three times your pay from your death-in-service scheme. Your pension pot will remain, the provider may allow early release depending on your diagnosis.	



Things to consider

	nuvos	partnership	Your comments and thoughts
The State pension.	<p>Qualification for the State pension will be dependent on your qualifying National Insurance contributions prior to state retirement age. Information about the new State pension can be found here.</p> <p>www.gov.uk/new-state-pension</p>	<p>Qualification for the State pension will be dependent on your qualifying National Insurance contributions prior to state retirement age. Information about the new State pension can be found here.</p> <p>www.gov.uk/new-state-pension</p>	
Pension rights in a scheme in the Public Sector Transfer Club ('the Club').	<p>If you have pension rights in a Club scheme, you can usually bring these into nuvos on special terms. (Note: You must apply for a 'Club' transfer within 12 months of being eligible to join nuvos.)</p>	<p>You are unable to transfer Defined Benefits to a Defined Contribution scheme.</p>	
Pension rights preserved (frozen) in the Civil Service scheme.	<p>If you have a frozen or preserved pension from an earlier period of service in the Civil Service scheme (classic, classic plus or premium), you may be able to link that service to your nuvos pension. Depending on your current salary and when you were previously employed, this could be of benefit to you.</p>	<p>No longer applicable.</p>	



Considering partnership

How do I find out more about partnership?

- Look at the leaflet enclosed in your pack for information about the provider. You can also look on the Civil Service Pensions website: www.civilservicepensionscheme.org.uk for more information.
- Legal & General are the dedicated provider of the **partnership pension account**. For more information about opening an account, visit Legal & General's website: www.legalandgeneral.com/csp
- Making your choice - see '**partnership pension account**' booklet if you want more information about where to start and how to choose.

The '**partnership pension account**' booklet is available from our website at www.civilservice.gov.uk/pensions or from your Scheme Administrator (**MyCSP**).

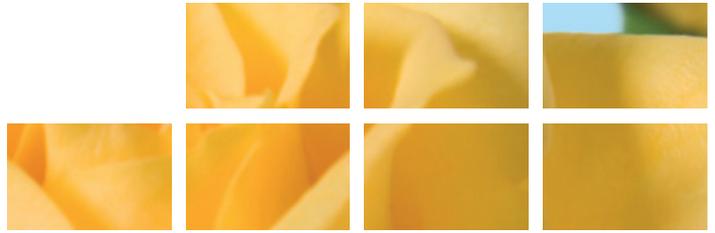
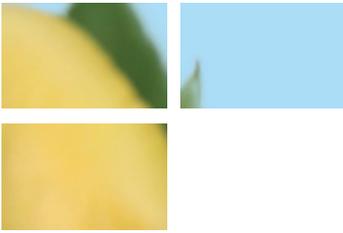
For other sources of information see:
Financial Conduct Authority (FCA) website:
www.fca.gov.uk

The Pension Service website:
www.thepensionservice.gov.uk

Or consult an **Independent Financial Adviser**.

How do I apply for a partnership pension account?

- Complete the **PensionChoices** form. This form also asks you to name someone to receive any lump sum that we will pay if you die in service.
- Send the completed application form and **PensionChoices** form in the envelope provided.



Making your choice

When do I have to decide?

You need to decide within three months of joining.

If you have already been enrolled into **nuvos**, you will pay a percentage of your **pensionable earnings** as pension contributions. See the Civil Service Pensions website for current rates.

If you want to join **partnership**, you need to fill in your **PensionChoices** form and send it to your employer within your first three months. Your employer will then sort things out by paying backdated contributions to the **partnership** pension provider. You will receive a refund of your **nuvos** contributions (less any contributions you have chosen to make to **partnership**).

If you have been enrolled in **nuvos** and don't send your **PensionChoices** form back within your first three months, you will stay in **nuvos**.

In all cases it is important that you send back your **PensionChoices** form. It doesn't just record your pension choice but also gives you the chance to ask for more information and to choose someone to receive any benefits when you die.

Transfers

If you are interested in things like transfers from a **Club** scheme (see pages 11/12), you must act soon.

Do I have to have a pension?

If you choose not to have a Civil Service pension at all you may still receive State benefits. It will be up to you, at your cost, to make any other pension arrangements. If you want to opt out of (leave) our pension arrangements, you will need to complete an opt out form.

Read the booklet '**partnership pension account**' and **nuvos** scheme booklet for more information.

These booklets are available at:

www.civilservicepensionscheme.org.uk

If you opt out you may be missing out on a range of important benefits. Look again at the comparison between your available options.

The Pension Act 2011 requires all employers to automatically enrol all workers who are not currently in a qualifying pension scheme periodically, usually every three years.



Am I committing myself forever?

No. Information about switching can be found here: www.legalandgeneral.com/csp

You may want to consider giving your pension arrangements a ‘health check’ every year when you receive your Annual Benefit Statement and satisfy yourself that you are on target for the sort of pension you want. As well as making sure you are still in the right scheme for you, you should also consider whether you should change your contribution level (in **partnership**) or top up your benefits (in **nuvos**).

The conditions attached to switching between schemes are:

- You can move once every 12 months
- You must give your employer 2 months’ notice of your intention to switch.

How do I find out more?

This booklet is designed to help you make your choice. The information in this guide regarding **nuvos** should be enough to help with your decision. If you are considering the partnership option you will need to refer to the partnership provider’s guidelines before making your final decision.

The partnership account is a regulated financial investment, because of this Legal and General will provide you with further financial details including the level of risk for each available fund, charges and other important considerations.

The FCA requires you to have access to the pension Key Features Document which you are advised to read prior to finalising any decision. This will explain how investments work and facts about putting your capital at risk in more detail. Read on if you think you may need extra help or advice.

If you have access to the Internet, you may want to visit our website at:

www.civilservicepensionscheme.org.uk

Look at ‘**PensionChoices**– new entrants’.

You may want to consult an **Independent Financial Adviser (IFA)** but you will have to pay for any advice you get. If you do contact an **IFA**, we suggest that you take all this information with you.

Please remember that while your employer and your Scheme Administrator (**MyCSP**) will do everything they can to help you, they are not allowed to give you financial advice.

More detailed information can be found in the booklets ‘**nuvos pension scheme**’ and ‘**partnership pension account**’. These are available on our website, or you can ask your Scheme Administrator (**MyCSP**) for a copy.



How to complete your PensionChoices form

Once you have decided on your pension choice, please fill in the **PensionChoices** form attached to the introductory letter. Tear it off and return it in the envelope provided.

If you choose **partnership**, you must also fill in the **partnership** pension provider's application form found here: www.civilservicepensionscheme.org.uk/members/member-forms

If you make your decision before you start work, we suggest that you bring your **PensionChoices** form and, if relevant, the **partnership** application form with you on your first day.

Section 1 – Details about you (all forms)

Please complete all the details giving your marital status eg. married, divorced, **civil partnership** or single. Please provide the name and address of your employer together with contact details.

Section 2 – Your partnership pension account choice (all forms)

If you choose to open a **partnership** pension, your **partnership** application form asks you to:

- Say how much you want to contribute each month (as a percentage of your pay).

Section 3 – Intentionally blank

Section 4 – Your Civil Service pension scheme history (all forms)

If you are remaining in, or applying to join **nuvos**, and you have belonged to the Civil Service pension scheme before, please state what happened to your pension benefits.

- Tick if you have a preserved Civil Service pension and are interested in **linking** it to your **nuvos pensionable earnings** (see page 18). Your Scheme Administrator (**MyCSP**) will contact you with more information.

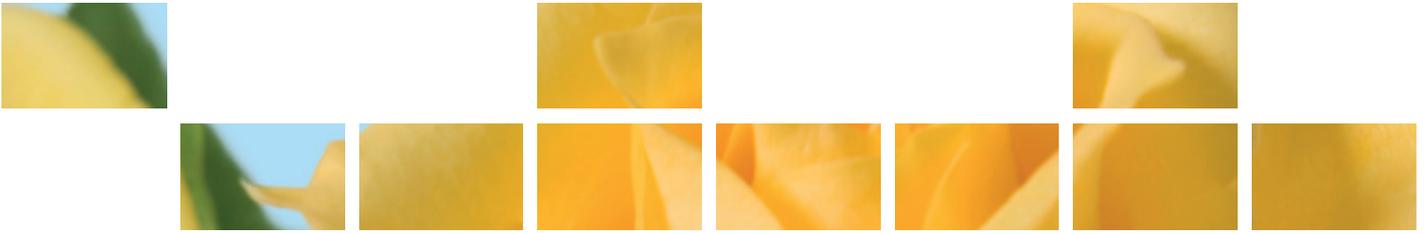
Section 5 – Nomination for death benefit (all forms)

For more information see page 16. Your **PensionChoices** form also asks you to name someone to receive any lump sum that we will pay if you die in service. It is important to complete the nomination for death benefit to make sure that the lump sum is paid quickly. If you don't nominate someone to receive your lump sum it will be included in your estate, and this may delay payment.

- If you wish to leave your death benefit to more than one person the total percentage must add up to 100%.
- The person witnessing this form must not be anyone who benefits from your death benefit nomination.
- This is a nomination for your death-in-service lump sum and which should not be confused with the lump sum you may choose to take when your pension comes into payment.

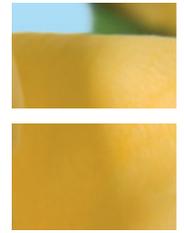
Section 6 – Your authorisation (all forms)

Please remember to sign and date the form and return it to the address shown.



Annual Benefit Statement

While you are a member of **nuvos** your Scheme Administrator (**MyCSP**) will send you an Annual Benefit Statement telling you how much pension you have built up to date.



Further information

How do I complain?

If you have a problem with any part of your pension benefits, you should try to sort it out with your Scheme Administrator (**MyCSP**). Often, a phone call or an email will be enough. If you cannot sort out the problem to your satisfaction, we have a complaints procedure known as internal dispute resolution (IDR). This entitles you to a written explanation from your Scheme Administrator (**MyCSP**) and then, if you are still not satisfied, to have your complaint investigated by Cabinet Office, Scheme Management Executive.

You can also contact The Pensions Advisory Service (TPAS) at any stage during the IDR procedures. TPAS is an independent organisation set up to help with sorting out disagreements between scheme members and the administrators or trustees of their scheme.

You can write to TPAS at:
11 Belgrave Road,
London SW1V 1RB.

Website:

www.pensionsadvisoryservice.org.uk

If you have gone through IDR and your complaint has still not been resolved satisfactorily, you can contact the Pensions Ombudsman. For more information see their website:

www.pensions-ombudsman.org.uk

You can write to the Pensions Ombudsman at:
10 South Colonnade,
Canary Wharf, E14 4PU.

To find out more about IDR contact your Scheme Administrator (**MyCSP**) or visit our website at: www.civilservicepensionscheme.org.uk

If you have a question about the **partnership pension account**, you can contact Legal & General. Visit: www.legalandgeneral.com/csp

Financial Conduct Authority (FCA)
www.fca.org.uk

The Pensions Regulator

This organisation is the statutory regulator for occupational pension schemes. Their task is to make sure that pension schemes are run legally. They also educate and inform and work with others to raise standards.

You can contact The Pensions Regulator by writing to them at:

The Pensions Regulator, Napier House,
Trafalgar Place, Brighton BN1 4DW.

Tel: 0845 6000707

Email: customersupport@tpr.gov.uk

Website: www.thepensionsregulator.gov.uk

DWP operates a central tracing agency to help people keep track of any pension arrangements they had in the past.

You can contact them through The Pensions Tracing Service website or write to them at:

Pensions Tracing Service, Whitley Road,
Newcastle-upon-Tyne NE98 1BA.

Tel: 0845 6002 537

Website: www.thepensionservice.gov.uk



Technical terms

Annual allowance

The amount by which the value of your pension savings can go up in any year before you may have to pay tax on the amount saved over the **Annual Allowance** limit.

Annuity (this only applies to partnership)

When you want to draw your pension, you can use your pension 'pot' to buy an **annuity** which can provide you with a lifetime income during retirement.

Automatic Enrolment

This is a Government initiative to help more people save for later life through a pension scheme at work.

It makes it compulsory for employers to automatically enrol their eligible workers into a pension scheme. The employer must also pay money into the scheme.

AVCs (this only applies to nuvos)

Additional Voluntary Contributions (**AVCs**) are additional contributions to a pension provider, which should then build up to a fund.

Beneficiary/Beneficiaries

A **beneficiary** is the person or people who may receive your lump sum after you die.

Civil partnership/civil partner

A **civil partnership** is a relationship between two people of the same sex that has been registered under the provisions of the **Civil Partnership Act 2004**. **Civil partnership** gives the couple many of the same legal and financial rights and responsibilities as marriage.

classic and classic plus

These are pension schemes which were closed to new employees from 1 October 2002.

Dependant

A **dependant** can be your husband, wife, **civil partner**, partner, children or anyone else who relies on you financially. Read the booklets 'nuvos pension scheme' and 'partnership pension account' to find out what benefits they may get when you die.

Guaranteed Minimum Pension (GMP)

GMP is the minimum amount of pension a pension scheme must provide for members for the period contracted out of the Additional State pension (also known as State Second Pension or 'SERPs').

HMRC

Her Majesty's Revenue & Customs

This is the UK's tax, payments and customs authority. They provide guidance and legislation that pension administrators must adhere to.



Technical terms

IFA

An Independent Financial Adviser (**IFA**) provides independent advice on financial matters e.g. life assurance and pensions. **IFAs** are regulated by the Financial Conduct Authority.

Lifetime Allowance (LTA)

This is the amount of tax privileged pension benefits a member can draw over their lifetime before they incur a tax charge.

Linking

‘Unfreezing’ a **preserved** Civil Service pension so that it will be worked out on the basis of your **pensionable earnings** at the time you leave or draw your pension.

MyCSP

MyCSP administers the Civil Service pension scheme.

Normal Pension Age (NPA)

NPA is the earliest age a member can take their pension benefits without reduction.

nuvos

In this scheme you build up a pension based on your **pensionable earnings** for each year of service. You will pay a percentage of your **pensionable earnings**. See the Civil Service Pensions website for the current contribution rates.

partnership pension account

This is a Defined Contribution pension with employer contributions. Members of the **partnership** scheme do not have to make any payments but their employer will.

PensionChoices

This is the form attached to the introduction letter and can be found in your Starter Pack.

Pensionable earnings

Pensionable earnings are all earnings which could count towards your pension. They can include non-cash items, for example, uniforms or accommodation. Contributions in **nuvos** and **partnership** are based on your **pensionable earnings**.

Pensionable earnings may be limited by reference to the earnings cap for any benefits worked out on a final salary basis. If you think this might be an issue for you, ask your Scheme Administrator (**MyCSP**) for further information.

premium pension scheme

In this section of the PCSPS, your pension is based on your years of service and final pensionable earnings. You will pay a percentage of your pensionable earnings. See the Civil Service Pensions website for the current contribution rates.



Preserved benefits

If a member leaves Civil Service Pensions before **Normal Pension Age** and does not transfer their benefits to another scheme, the benefits are preserved – also known as deferred.

Public Sector Transfer Club (Club)

This is a club for pension schemes which allows you to transfer benefits into **nuvos**. Members include schemes run for the NHS, local government and teachers.

Taxable income

The income on which you pay income tax. This may not always be the same as your **pensionable earnings**.

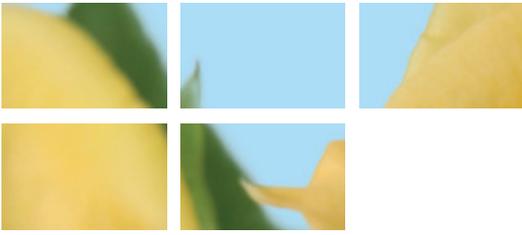
Transferring in/Transfers in

You may be able to transfer in benefits from an existing pension scheme into **nuvos** or partnership.

If you have benefits from an existing pension scheme that you think you may be able to transfer into the Civil Service pension arrangements but have lost touch with your old employer, the Pension Tracing Service should be able to help you.

For further information see the Pension Service website: www.thepensionservice.gov.uk

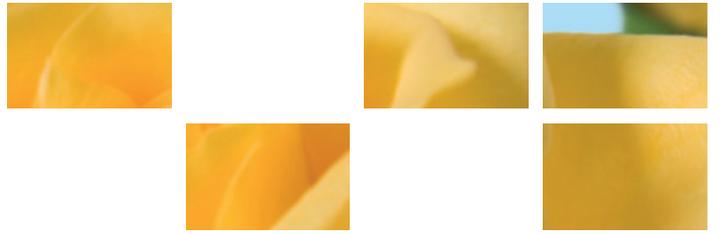
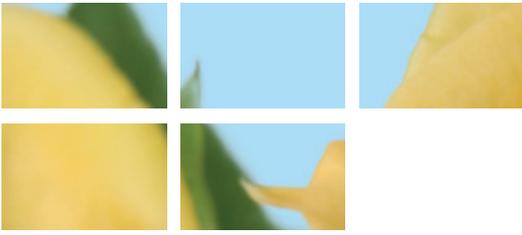
or telephone 0845 6002 537



Notes:



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Notes:

This leaflet has been produced by MyCSP
on behalf of the Cabinet Office.



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