

The Civil Service Additional Voluntary Contribution Scheme



A brief guide

This leaflet tells you how you can boost your retirement income by making additional voluntary contributions to the Civil Service Additional Voluntary Contribution Scheme (CSAVCS) and applies to members of classic, classic plus, premium, nuvos and alpha.

This leaflet provides a straightforward guide to the CSAVCS. It does not cover every aspect of the scheme; the full details are contained only in the rules, which are the legal basis of the scheme. You should note that nothing in this leaflet can override the rules and in the event of any difference, the rules will apply.



Your questions answered

What are Additional Voluntary Contributions (AVCs)?

AVCs are an extra contribution you can pay to increase your pension. The contributions are invested with a provider and your fund builds up until you can, and want to, use it.

Who is the CSAVCS provider?

Legal & General has been appointed as the CSAVCS provider.

They offer a range of investments to choose from. You should look at their booklets and information on investment options before making your decision.

How do I make my contributions?

Contributions to the CSAVCS are deducted straight from your pay.

You will need to apply at least one month before the deductions are due to be made. You can increase, decrease or suspend your contributions.

What are the tax implications of paying AVCs?

If you are eligible and are under age 75 you will receive tax relief on contributions across all pension arrangements you contribute to, of up to 100% of your taxable earnings or £3,600 if you earn less than that. This is subject to the Annual Allowance.

When can I claim my CSAVCSs?

Most members can access their CSAVCS pension savings from age 55. You can do so even if you are still working.

How do I get my CSAVCSs?

You will need to contact your CSAVCS provider to start the process.

If you decide you want to buy an annuity, you do not have to buy your annuity from the pension provider you have used over the years.

Your provider will give you an illustration of the amount of annuity your pension pot will buy with them, but you can buy your annuity with a pension provider outside the Civil Service pension arrangements.

This is called an open market option, and means that you can shop around for the best deal. You may wish to consult an Independent Financial Adviser (IFA) to help you with this.

What if I retire on ill-health grounds before I reach pension age?

If you retire early on ill-health grounds, please contact your provider for further information.

What if I resign?

If you leave the Civil Service Pension arrangements, you will not be able to continue paying into the CSAVCS. You can leave your CSAVCS fund invested with the provider or you can transfer your fund out to another UK tax registered or Recognised Overseas Pension (ROPS) scheme.

What if I die before taking my benefits from my CSAVCS fund?

If you die while you are contributing to the CSAVCS your personal representation/employer will inform Legal & General. Legal & General may pay a lump sum to your nominee or personal representative. The lump sum will count towards your **Lifetime Allowance (LTA)** and the recipient will have to pay any additional tax charges that are applied.

Technical terms

Annual Allowance Annual Allowance is the maximum growth in the value of your pension savings each year that can benefit from tax relief. The Annual Allowance applies to your entire pension savings with UK registered pension schemes. So, if you have any other pension savings apart from your Civil Service pension and CSAVCS, you must also take those into account to determine if you have a tax charge to pay.

Lifetime Allowance (LTA) is the limit on the amount of pension benefit(s) that you can take from all of your registered pension arrangements before you incur a tax charge. These benefits include:

- lump sums; and
- retirement income.

More information

More information about the CSAVCS can be found on Legal & General's website:

www.legalandgeneral.com/workplacebenefitsResp/csp/

If you wish to start contributing to the CSAVCS, please contact your employer.

Application forms can be found under Partnership, Civil Service Additional Voluntary Contributions & Concord section on the civil service pension scheme website: www.civilservicepensionscheme.org.uk

Your completed form should be sent to your employer.