

Personal

[Title] [First Name] [Surname]
[Address Line 1]
[Address Line 2]
[Address Line 3]
[Address Line 4]
[Post code]

Civil Service Pensions
PO Box 2017
Liverpool
L69 2BU

Tel: 0300 123 6666

Email: contactcentre@mycsp.co.uk

www.civilservicepensionscheme.org.uk

[Date]

Our Reference: [Member No]

Dear [Title] [Surname]

Our records show that the value of your Civil Service pension benefits exceeded, or came close to, the 2017/18 standard Lifetime Allowance (LTA) of £1,000,000.

We have calculated that at **31 March 2018**, the value of your Civil Service pension benefits were approximately [LTA %] of the £1,000,000 LTA. As a result, you may have to pay a tax charge on the value of your benefits when you come to retire.

Protection for members who may breach the LTA

Two types of LTA protection may be available to you, which could reduce or remove the amount of tax charge payable on your pension benefits at retirement. Protection can give you a personalised LTA, or protect rights at a higher level than the standard LTA. The two types of protection are:

- Fixed Protection 2016 (FP2016); and
- Individual Protection 2016 (IP2016).

You must determine if you are eligible to apply for LTA protection. You can do this by visiting www.gov.uk/guidance/pension-schemes-protect-your-lifetime-allowance

If you have not already applied for protection and wish to do so, you will need to know the value of your Civil Service pension benefits as at **05 April 2016**. You can request this by contacting the Scheme Administrator using the details at the top of this letter.

Please be advised, the standard LTA increased to £1,030,000 on **06 April 2018** and will rise to £1,055,000 for 2019/20 from **06 April 2019**.

One-to-one pension tax support

If your employer is part of the Civil Service, they will invite you to attend a one-to-one pension tax session. If your employer is not part of the Civil Service, your employer is not obliged to provide a one-to-one pension tax session and you will need to make your own personal arrangements should you wish to do so.

If you did not receive a Pension Savings Statement in 2018, your Civil Service benefits did not breach the Annual Allowance in 2018.

Further information

If you need more information about your Civil Service pension benefits, please contact one of our specialist administrators using the details at the top of this letter. If you have a pension tax issue, please contact either HMRC or a registered financial adviser.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'MJ', is positioned below the closing text.

Marc Joyce
Scheme Events
For and on behalf of Civil Service Pensions