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**EPA option application form**

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Please complete this form in **CAPITAL LETTERS** and send it to the scheme administrator:  
MyCSP Ltd, PO Box 2017, Liverpool L69 2BU.

The Scheme is committed to managing your data in line with Data Protection Legislation.  
For more information about how your data is managed, please visit:  
[www.civilservicepensionscheme.org.uk/privacy-policy](http://www.civilservicepensionscheme.org.uk/privacy-policy)

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**Your personal details**

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Full name	<input type="text"/>										
Current employer	<input type="text"/>										
National Insurance (NI) number	<table border="1"><tr><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td></tr></table>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Your member number	<input type="text"/>										
Current address and postcode	<input type="text"/> <input type="text"/>										
Telephone number	<input type="text"/>										
Email address	<input type="text"/>										



To start a new EPA option, or replace your current EPA with a different option, please complete the following questions:

Please tick one only

<p>I want to backdate my EPA to my alpha start date and pay the backdated contributions to fund this. (When applying for an EPA and backdating it to your start date, this may mean that your EPA starts in the previous scheme year.)</p> <p>You must have joined the scheme in the last three months.</p>	<input type="checkbox"/>
<p>I want to start an EPA at the start of the next scheme year (01 April).</p>	<input type="checkbox"/>

Please tick one only

<p>minus one year</p>	<input type="checkbox"/>	<p>minus two years</p>	<input type="checkbox"/>	<p>minus three years</p>	<input type="checkbox"/>
<p>or</p>					
<p>Age 65 – only if your NPA is within three years of age 65 (under age 68).</p>					<input type="checkbox"/>

You cannot have an EPA option that would produce an age below age 65.

For example if your NPA is 67, NPA minus three years is 64. This option is not available.

If your NPA changes, your EPA option will also be adjusted. Any EPA portions of your pension will be payable without any early payment reduction the same number of whole months before your NPA.

**Confirmation of estimate**

<p>I confirm that I have either used the online calculator or received an estimate direct from the scheme administrator, MyCSP.</p>	<input type="checkbox"/>
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**Application declaration – you must sign and date this form**

I wish to start an EPA option / replace my current option as detailed in the above section.

I understand that this application is binding, and if accepted I must continue this EPA option for at least one full scheme year. It cannot be cancelled before that point.

I have read the notes on page O3 regarding the application and EPA options.

By signing this form I confirm that I am a member of alpha.

Your signature: \_\_\_\_\_

Date: \_\_\_/\_\_\_/\_\_\_



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## Notes

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### Can anyone have an EPA?

You must be an active member of the alpha scheme.

You must not be receiving 'assumed pay'. This is usually when you go on to a long period of sickness or maternity leave, and are getting a reduced rate of pay.

You must not have purchased the maximum added pension in the alpha scheme.

Applications to start EPA contributions from 1 April should be submitted after 1 January of the year in which contributions will commence

### Are there any time limits?

Applications must be received within three months of joining alpha (this includes the date that you moved from classic, classic plus, premium or nuvos) for EPA options that will apply from the start date.

Applications to start at the beginning of the next scheme year must be received in good time. This is before the annual deadline that will be advised.

### How long does an EPA option last, and how do I cancel it?

All EPA options must be paid for a full scheme year.

An EPA option cannot be cancelled until 31 March following the start of your contributions. A cancellation can only take place if you supply a valid request.

As an option cannot be cancelled part way through a year, you must ensure that you have used the online calculator or received an estimate from the scheme administrator, MyCSP, before you proceed with an application.

Unless you choose to cancel or change your contributions, your option will automatically renew for the next scheme year.

Your EPA option will be cancelled when you leave alpha (you are no longer an active member). If you rejoin within five years, your option will restart unless you choose to cancel it.

Your EPA option will cease (you will stop paying the contributions) the day before you reach the age your option can be paid in full.

For example your Normal Pension Age (NPA) is 68 and you buy a NPA minus three years EPA option. On the eve of your 65th birthday, your EPA option will end.

### How much does it cost?

The level of payment you will need to make will be confirmed before your contract starts.

The amount you will pay will change each year as it is dependent on your age. It can also change when the rates which determine the cost are revised by the Scheme Actuary.

We will confirm the level of contribution each year before your EPA option is automatically renewed.

### Changes to your Normal Pension Age (NPA)

Your NPA is linked to your State Pension age, so it can change.

Your EPA option is NPA minus one, two, or three years. You can claim in full one, two, or three years earlier than your NPA.

For example if your NPA is 68 and you buy an EPA option of NPA minus three. It can be paid in full at age 65 ( $68 - 3 = 65$ ).

If your NPA changes to 69. Your EPA pension can now be paid in full from 66 ( $69 - 3 = 66$ ).