

Buying Added Pension

ANNUAL REMINDER

If you are in **classic**, **classic plus**, **premium** or **nuvos**, you may choose to buy added pension to top up your pension benefits. You can buy added pension by making monthly contributions from your pay and/or by paying in a lump sum.

What action do I need to take?

- **Read the added pension leaflet** – available on the Civil Service Pensions website www.civilservice.gov.uk/my-civil-service/pensions or from your pensions administrator. Their contact details are [employer to insert name, address, email address and telephone number of pensions administrator].
- **Use the calculator on the Civil Service Pensions website to see how much you want to pay** www.civilservice.gov.uk/my-civil-service/pensions

Paying by lump sum

You can make one lump sum payment at any time in the year. If you want to make a payment in 2009-10 scheme year, you must send the completed form and payment to your pensions administrator by **11 February 2010**. If you are paying through your payroll, your pensions administrator needs to tell your payroll to deduct the money from your March salary. If your application reaches the administrator after this date it is possible it might not be processed in the current scheme year.

If you want to make a lump sum payment other than through your salary, (i.e. by cheque) please contact your pensions administrator first.

Added pension by monthly contributions

If you want to buy added pension by monthly contributions for scheme year 2010-11, you must send the completed form to your pensions administrator by **26 February 2010** so that they have time to instruct your payroll to start making deductions from your April salary. If your application reaches the administrator after this date there is the possibility it will not be processed in time.

You can either pay a set amount or a set percentage of your pensionable pay.

You will receive tax relief on contributions made through payroll. So a contribution of, say, £100 would have a net cost to you of £80 if you pay income tax at standard rate (or £60 if you pay tax at higher rate).

How much added pension can I afford?

Use the added pension calculator on www.civilservice.gov.uk/my-civil-service/pensions . If you cannot access the calculator, contact your pensions administrator.

New Entrants

If you have joined your organisation in the last 12 months, please contact your pensions administrator about your eligibility to buy added pension.