
Opt in form

You can use this form to join the Civil Service Pension arrangements if you are currently not a member of any of the schemes. There is more information for people thinking about joining the scheme here:

www.civilservicepensionscheme.org.uk/members/prospective-members-faq

If you are considering joining the partnership pension scheme, you can find further information here: www.civilservicepensionscheme.org.uk/members/civil-service-added-voluntary-contributions/partnership/

This is not the correct form to use if you are already a member of the Civil Service Pension arrangements and want to complete a 'pension switch'. If you want to switch from, or to, the partnership scheme there is a separate form available for you to complete. www.civilservicepensionscheme.org.uk/members/member-forms

To opt in, please fully complete Pages 1 and 2, and return this form to your **employer** to complete Page 3.



Remember to:

- use black ink, and CAPITAL LETTERS
- add your National Insurance (NI) number on each page
- tick the scheme you are eligible for and read the appropriate information
- sign and date the declaration.

Your opt in takes effect as soon as your employer can restart your pension contributions, so please note that you may not see contributions deducted from your next payslip. Your employer will confirm your pension start date.

For more information please visit the Civil Service Pensions website:

www.civilservicepensionscheme.org.uk

Your personal details

Full name	<input type="text"/>
Current address and postcode	<input type="text"/> <input type="text"/>
Telephone number	<input type="text"/>
Email address	<input type="text"/>

To ensure all your information is linked to your record, please include your:

NI number	<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 declaration

I am able to opt in to:			
classic	<input type="checkbox"/>	premium	<input type="checkbox"/>
nuvos	<input type="checkbox"/>	alpha	<input type="checkbox"/>

If you are unsure which scheme you are eligible to join, please talk to your employer. Ticking a scheme you are not eligible for may cause a delay when opting you into the scheme.

I understand that:

- each scheme has its own rules and eligibility criteria, and I may not be eligible to opt into the scheme that I have selected above. Please see the scheme guides for more information: www.civilservicepensionscheme.org.uk/publications
- I should read the information in the appropriate scheme guide.
- as a scheme member I will pay scheme contributions.
- the scheme I join and the length of the break between my periods of scheme membership will affect how any preserved pensions I have are treated. Most members of alpha who rejoin within five years will have their pensions automatically linked together. This means that any final salary pension benefits will be based on your new pensionable earnings at, or close to, the date you next leave the scheme. Members of classic, classic plus, premium, or nuvos may get to choose whether or not to link their pension benefits.
- I confirm that I wish to join the Civil Service Pension arrangements.

Your signature: _____ Date: ____ / ____ / ____

To ensure all your information is linked to your record, please include your:

NI number	<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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Opt in form - Employer section

As the **employer** you must complete this section of the request, to confirm that you have taken action to enrol the member into the pension scheme on the date shown below. Please fully complete this page and return all pages of this form with any additional documents to the Scheme Administrator (MyCSP): **Civil Service Pensions, PO Box 2017, Liverpool, L69 2BU**



Remember to:

- use black ink, and CAPITAL LETTERS
- add your employee's National Insurance (NI) number on each page
- confirm your details and contact information
- send the form to the pension scheme administrator.

For information on your role and responsibilities, please see the Employer Pension Guide: www.civilservicepensionscheme.org.uk/employers/employer-pension-guide

Employer authorisation

By completing this form, I confirm:

- we have noted the member's request
- we have informed our payroll department to start deducting the member's contributions from the relevant date
- the member's pension record will be updated via the interface.

My full name	<input type="text"/>										
My job title	<input type="text"/>										
Telephone number	<input type="text"/>										
Email address	<input type="text"/>										
Member's opt in date	<table border="1" style="width: 100%; text-align: center;"> <tr> <td style="width: 25px;"> </td> <td style="width: 25px;"> </td> <td style="width: 25px;">/</td> <td style="width: 25px;"> </td> <td style="width: 25px;"> </td> <td style="width: 25px;">/</td> <td style="width: 25px;"> </td> <td style="width: 25px;"> </td> <td style="width: 25px;"> </td> <td style="width: 25px;"> </td> </tr> </table>			/			/				
		/			/						
Opting into (circle one only)	<input type="checkbox"/> classic / <input type="checkbox"/> premium / <input type="checkbox"/> nuvos / <input type="checkbox"/> alpha										

My signature: _____ Date: ____ / ____ / ____

To ensure information is linked to your employee's record, include their:

NI number	<table border="1" style="width: 100%; text-align: center;"> <tr> <td style="width: 25px;"> </td> <td style="width: 25px;"> </td> <td style="width: 25px;"> </td> <td style="width: 25px;"> </td> <td style="width: 25px;"> </td> <td style="width: 25px;"> </td> <td style="width: 25px;"> </td> <td style="width: 25px;"> </td> </tr> </table>								

