

# What to expect...

## ...when you want to transfer your pension

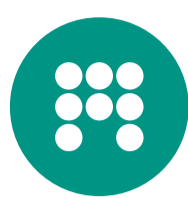


This guide applies to anyone who has either:

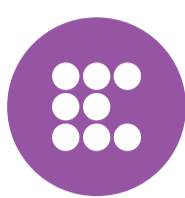
- left service with an employer covered by the Civil Service pension arrangements with less than two years' service, and has the option of either a refund, transfer out, or a preserved pension (a pension not yet claimed); or
- has opted out of the Civil Service pension scheme with less than two years' service.



This is how long these steps will usually take



What you need to do



What your employer needs to do



What your previous pension provider needs to do

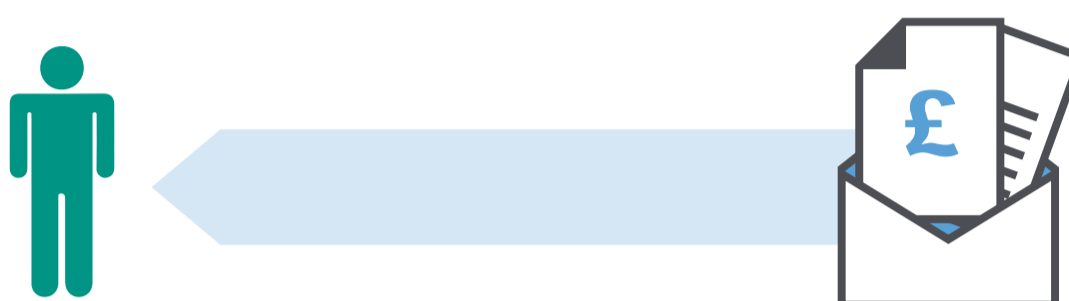


What the pension scheme will do

You have recently left the scheme with more than three months but less than two years' service



Your **employer** will tell **Civil Service Pensions** that you have left the scheme.



**Civil Service Pensions** will calculate your options, which are either a refund of the contributions **you** have paid, less tax, or a transfer to another UK registered pension arrangement.

If **you** want to transfer, you must tell **Civil Service Pensions** within three months of receiving your options otherwise you will receive a refund automatically.

You left the scheme with two or more years' service

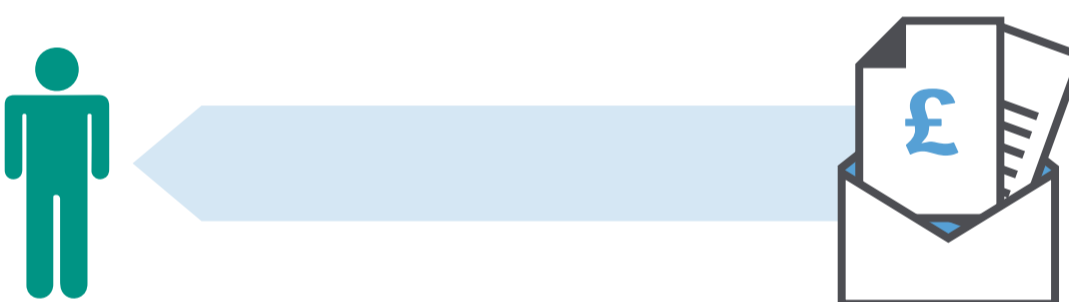


If **you** want to transfer, **you** should ask **Civil Service Pensions** to calculate your transfer value and request a transfer pack.

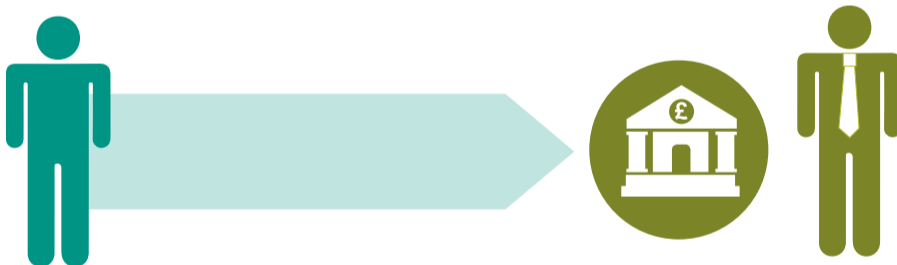


**You** may wish to speak to an Independent Financial Adviser for more information. See the Financial Conduct Authority site for tips on finding an adviser: [www.fca.org.uk](http://www.fca.org.uk)

Three weeks later



**Civil Service Pensions** will send a transfer out quotation and pack to either you or your new scheme (depending on who has requested it). The transfer amount will be guaranteed for three months.



**You** should pass the details to your **new pension provider** or **IFA**...



...who will confirm the benefits the transfer out value will buy **you** in your new pension scheme.



If **you** want to go ahead with the transfer **you** will have to complete the relevant section of the application form sent to **you** with your transfer quote.

Your scheme will have to complete the relevant section of the discharge form and return it to us.

On receipt of your forms

After receiving your forms, **Civil Service Pensions** will recalculate the transfer if necessary and pay it to your new **pension provider**.



### Please note

These are guidelines only. Some cases may be more complex and will take longer to process.

Visit our website for more information: [www.civilservicepensionscheme.org.uk](http://www.civilservicepensionscheme.org.uk)