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| **PRIVATE AND CONFIDENTIAL** | From: | Civil Service Pensions  PO Box 2017  Liverpool  L69 2BU  UK | |
| Tel: | 0300 123 6666 | |
| Tel (Intl): | +44 1903 835 902 | |
|  |  | |
|  | Email: | [PSS@mycsp.co.uk](mailto:PSS@mycsp.co.uk) | |
|  | Opening hours: | Mon-Fri 09:00-17.00 | |
|  | | |
|  | Member No: | | [XXXXXX] |
|  | [www.civilservicepensionscheme.org.uk](http://www.civilservicepensionscheme.org.uk) | | |
| Date: |  | |  |
|  |  | | |

Dear [Title] [Surname]

**Value of your Civil Service Pension benefits for Lifetime Allowance purposes**

The Lifetime Allowance (LTA) is the limit on the amount of pension benefit(s) that you can take from all of your registered pension arrangements, before you incur a tax charge on the value of your pension above the LTA. This is assessed as and when you bring those benefits into payment. There’s more helpful information on the subject of LTA on the dedicated webpage which can be found on the scheme website at the link below:

[www.civilservicepensionscheme.org.uk/members/lifetime-allowance/](http://www.civilservicepensionscheme.org.uk/members/lifetime-allowance/)

**Background**

When you save towards a pension, you receive tax relief from the Government on your contributions up to a certain limit. You also receive tax relief on your pension benefits on an annual basis, known as an Annual Allowance.

**Important information about your LTA**

You’ve received this letter as our records show that the value of your Civil Service pension benefits exceeded, or came close to, the 2019/2020 standard LTA of £1,055,000.

We’ve calculated that at **31 March 2020**, the value of your Civil Service pension benefits were approximately [LTA%] of the £1,055,000 LTA. The LTA check is undertaken when you retire and the value of both your benefits and the standard LTA amount, are likely to change before you retire. If you exceed the LTA when you retire, you’ll have to pay a tax charge on the value of your benefits in excess of the LTA.

**Protection available to you**

LTA protections can reduce or eliminate the amount of tax charge payable at retirement.

There are two types of LTA protection for which you can apply.

They are:

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

**If you’ve previously applied for this protection, please provide us with a copy of your protection certificate for our records if you’ve not done so already.**

More information on LTA, protections and how to apply for them can be found on the Government website at the link below:

[www.gov.uk/guidance/pension-schemes-protect-your-lifetime-allowance](http://www.gov.uk/guidance/pension-schemes-protect-your-lifetime-allowance)

**Next steps**

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

**Rosie Geeves**

**Scheme Events**

For and on behalf of Civil Service Pensions