

How can I take control of my retirement...

...by building up added pension?



What is added pension?

Added pension is an additional annual pension that you can buy by paying extra monthly contributions, or a lump sum.

Your added pension will then be held alongside your main pension.



Any added pension you have bought will normally be paid with your main Civil Service pension when you claim it. In some circumstances, like ill-health retirement, you may have to wait to claim any added pension you bought shortly before retiring.

Can I buy added pension?

Almost all members of the Civil Service Pensions arrangements can buy added pension. But it's not available to members of the partnership pension scheme.



There is a maximum amount of added pension you can buy, so if you have bought a large amount before, there might be restrictions on how much you can buy now.

How do I buy added pension?

There are some options to choose from when buying added pension, like how much you want to pay, and if you want to pay a regular monthly contribution, or a one-off lump sum.

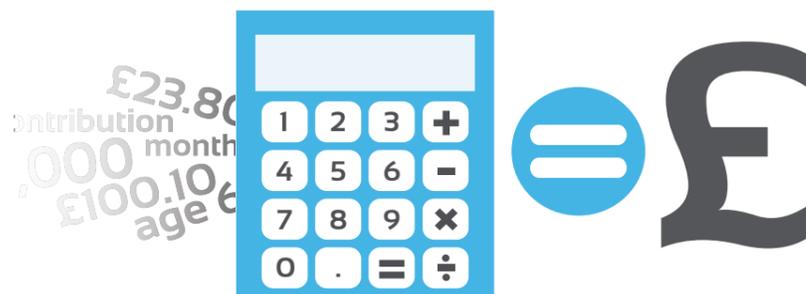
Please note: You cannot buy added pension using a lump sum during your first 12 months of scheme membership.



You can only buy using a lump sum once each scheme year.

How do I decide how much added pension to buy?

There are estimators on the Civil Service Pension Scheme website (www.civilservicepensionscheme.org.uk) that you can use to see how much added pension you may get for the money you pay in.



If you're in alpha or nuvos you need to choose whether to buy added pension for yourself only or with a pension that is payable to your dependants if you die.

How do I apply to buy added pension?

You need to complete the application form to buy added pension, which you can find on the member forms page of the Civil Service Pension Scheme website, and send it to the scheme administrator, MyCSP. They will check if your application can be accepted.



When do I need to apply?

You can apply to buy added pension using a lump sum at any time.

To start a regular contribution in the next scheme year you need to apply before the deadline so that your contributions can start from 01 April. Your payments must continue until the end of the scheme year (the next 31 March).



Your employer will tell you the current year's deadline, which is usually early February to meet Payroll deadlines.

You don't have to wait until then to apply, you can always send your application earlier to ensure it's done in time.

Are there any other ways I can build up more pension?

There are different ways that you can take control of how much pension you might have at retirement.

CSAVCS is a way you can build up an additional fund, and members of alpha can look into an **EPA**, this lets you have more control of when you can claim your pension without any reduction for early payment.

Check the scheme guides on the website for more information on taking control of your retirement planning.



For more information visit www.civilservicepensionscheme.org.uk

Tell us what you think about this guide www.smartsurvey.co.uk/s/quickstart

Please note: These are guidelines only, all benefits have eligibility criteria and time limits. Increasing your retirement savings can have tax (Annual Allowance) implications, see the scheme guides, or the HM Revenue & Customs website for more information.