

What to expect...

...partial retirement

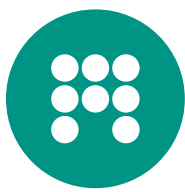


This guide applies to:

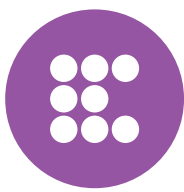
- **Active members** (you work for an employer covered by Civil Service Pensions and you have not opted out of the pension).



This is how long these steps will usually take



What you need to do



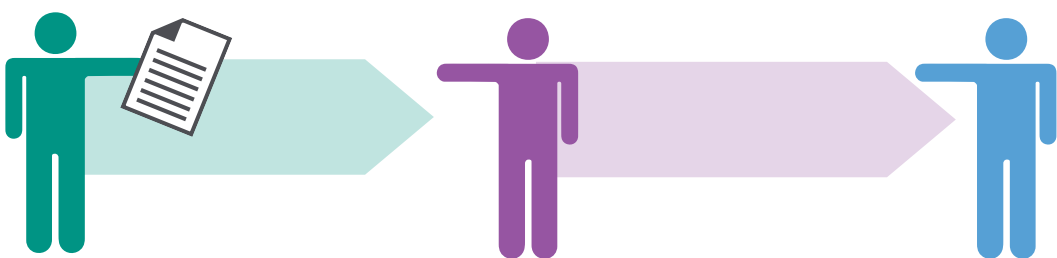
What your employer needs to do



What the pension scheme will do

You are an active member

Four months before your partial retirement date



You will need to confirm the details of your partial retirement and reshaped job role with your employer.

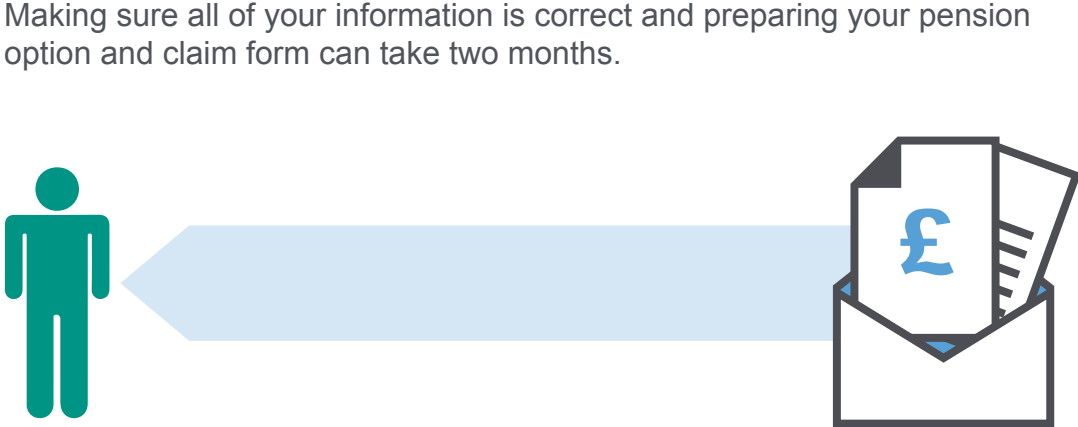
You will then need to complete Section A of the partial retirement application form and send it to your employer. You can find the form in the Member Forms section of our website.

Your **employer** will need to complete Section B of the form and send it to Civil Service Pensions to request a quote.

Civil Service Pensions will check the information supplied by your **employer**. If there is any missing information this will be requested from your **employer**.



Two months before your retirement date



Civil Service Pensions will send a partial retirement option and claim form to you to complete and return. For those members impacted by 2015 Remedy (McCloud), it will also include a choice about how you would like part of your benefits to be calculated.

At least one month before your retirement date



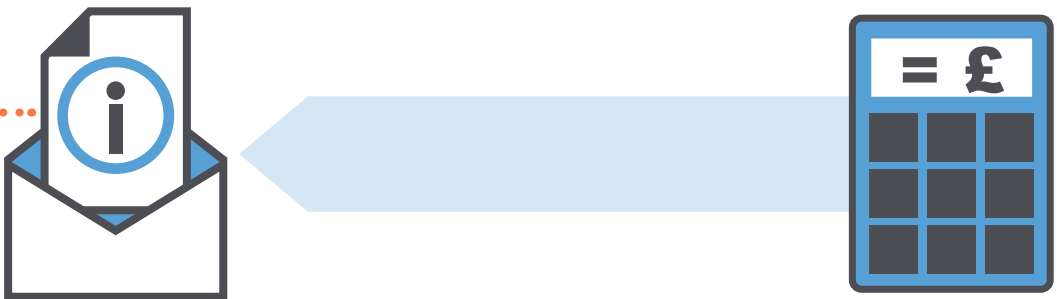
You should complete your forms, and return them to **Civil Service Pensions** as soon as possible.



If your completed forms are returned **at least one month** before your partial retirement date, your lump sum (if applicable), should be paid shortly after you partially retire.

As long as your pension is not subject to full abatement, it will commence one month after your partial retirement date and is paid monthly in arrears. If your option form is received later than this, it may result in a delay in paying your benefits. For more information on abatement, visit www.civilservicepensionscheme.org.uk/abatement

Your partial retirement date



You will get a statement confirming how much your partial retirement pension lump sum will be (if applicable) and when it will be paid.



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

Have you found this information helpful?

Please let us know. www.smartsurvey.co.uk/s/guides