

Opting Out Process A

Employers that have **not** staged for automatic enrolment

1. The member decides to opt out and downloads the latest version of the Opt Out form from the Civil Service Pensions website:
www.civilservice.gov.uk/pensions (or asks their MyCSP Pension Service Centre for a copy). The member then completes the Opt Out form and sends it to their employer. If the member has not completed a valid Opt Out form the employer should return the form to the member.

Please note: the employer must not ask or force an employee to opt out, or do anything that might suggest that they have. For this reason, it is important that the employer does **not** give Opt Out forms to employees. The forms must be obtained from the Civil Service Pensions website or from MyCSP.

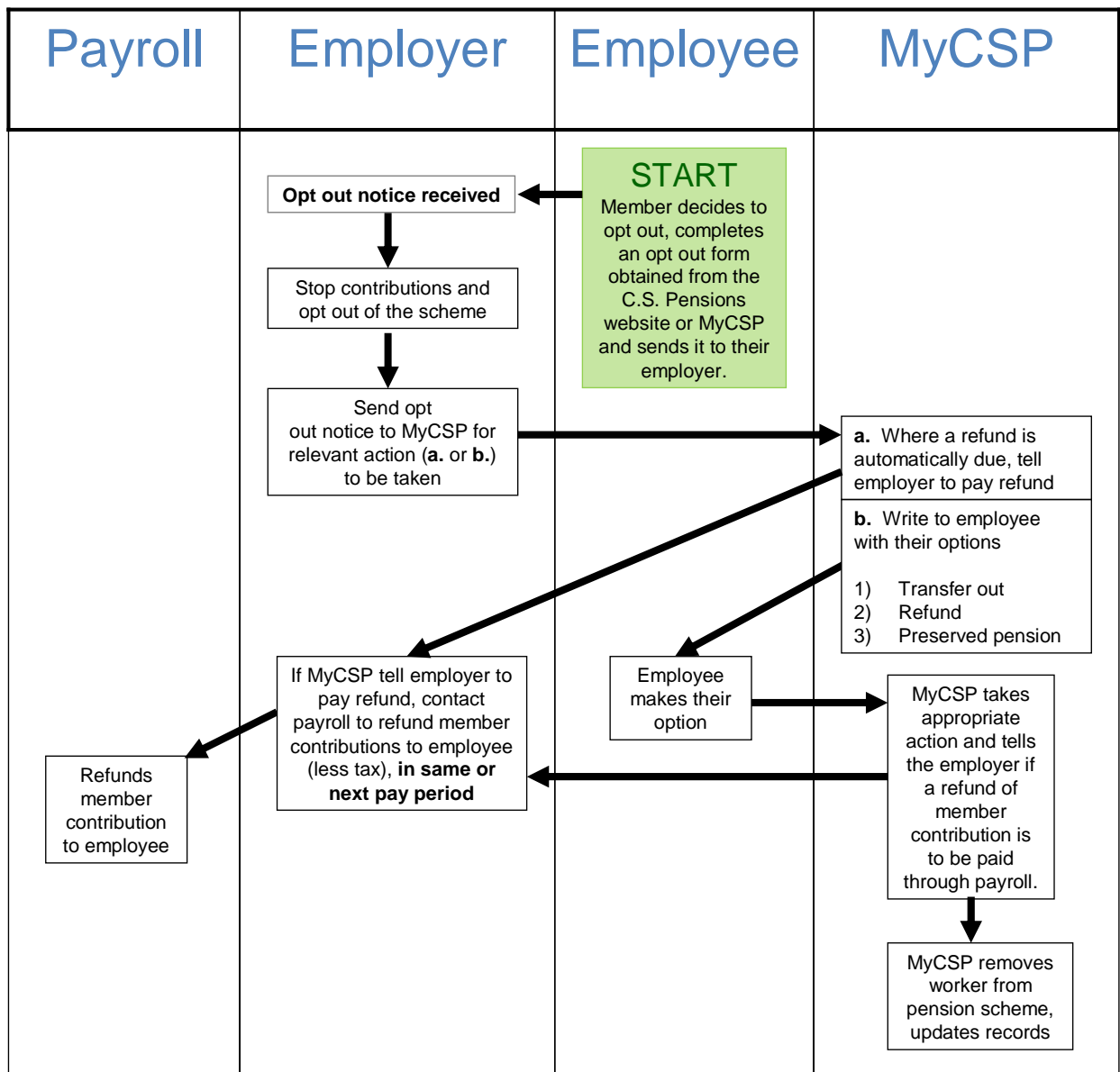
2. In all cases, on receipt of the Opt Out form, the employer date stamps and completes the employer section of the form and arranges for their payroll to stop the member's contributions. The employer should retain the original copy of the Opt Out form.
3. The employer copies the form to their MyCSP Pension Service Centre (by post or email as agreed with their MyCSP PSC). MyCSP will then write to the employee with details of the options available to them following opting out. Dependant on their service, a member may opt to have their contributions refunded, transfer their benefits out, or preserve their benefits. The option to transfer would be available where the member had more than 3 months but less than 2 years qualifying service. A preserved award would be due only where the member had a preserved award for previous service or had opted out with over 2 years qualifying service.
4. For clarification, a refund would be due in the following circumstances:
 - a. member has less than 3 months qualifying service AND does not already have a preserved award in the PCSPS.
(This is an employer responsibility to refund through payroll on receiving instruction from MyCSP.)

If the employer is told to pay a refund through payroll they must tell their payroll to:

- refund to the employee any pension contributions they have paid within the first three months of joining or opting in, less income tax,
 - recover overpaid scheme ASLCs from the Cabinet Office Civil Superannuation, and;
 - reinstate the employee into S2P from their first day.
- b. member has at least 3 months but less than 2 years qualifying service, AND does not already have a preserved award in the PCSPS, AND does not opt to take a transfer out. **(This is a MyCSP responsibility to refund.)**

Please note: the employer should not process refunds automatically if they have **not** staged for automatic enrolment. They must follow the process noted above and illustrated in flowchart A, and should take action to stop contributions and send a copy of the completed Opt Out form to their MyCSP Pension Service Centre to assess further actions needed.

Opting Out Process A - if you have not staged for automatic enrolment



Please note: the employer should **not** process refunds automatically if they have **not** staged for automatic enrolment. They must follow the process above and should take action to stop contributions and opt the member out and send a copy of the completed Opt Out form to MyCSP to assess further actions needed. See the instructions for process A on the previous page.

Opting Out Process B

Employers that **have** staged for automatic enrolment

1. The member decides to opt out and downloads the latest version of the Opt Out form from the Civil Service Pensions website:
www.civilservice.gov.uk/pensions (or asks their MyCSP Pension Service Centre for a copy). The member then completes the Opt Out form and sends it to their employer. If the member has not completed a valid Opt Out form the employer should return the form to the member.

Please note: the employer must not ask or force an employee to opt out, or do anything that might suggest that they have. For this reason, it is important that the employer does **not** give Opt Out forms to employees. The forms must be obtained from the Civil Service Pensions website or from MyCSP.

2. In all cases, on receipt of the Opt Out form, the employer date stamps and completes the employer section of the form and arranges for their payroll to stop the member's contributions. The employer should retain the original copy of the Opt Out form.
3. If the employer receives the Opt Out form within 1 month of the member:
 - a. being automatically enrolled / re-enrolled, or
 - b. being informed that they have been automatically enrolled / re-enrolled (if later)the employer refunds the member's contributions, and copies the Opt Out form to MyCSP.

Please note: the employer should only give a refund if they have automatically enrolled the employee who is opting out and have received the opting out form within one month of the start of the opting out period. In all other cases, the employer must follow the process for 'NO' on the Opt Out form or flowchart B, and should take action to stop contributions and send a copy of the completed form to MyCSP to assess further actions needed.

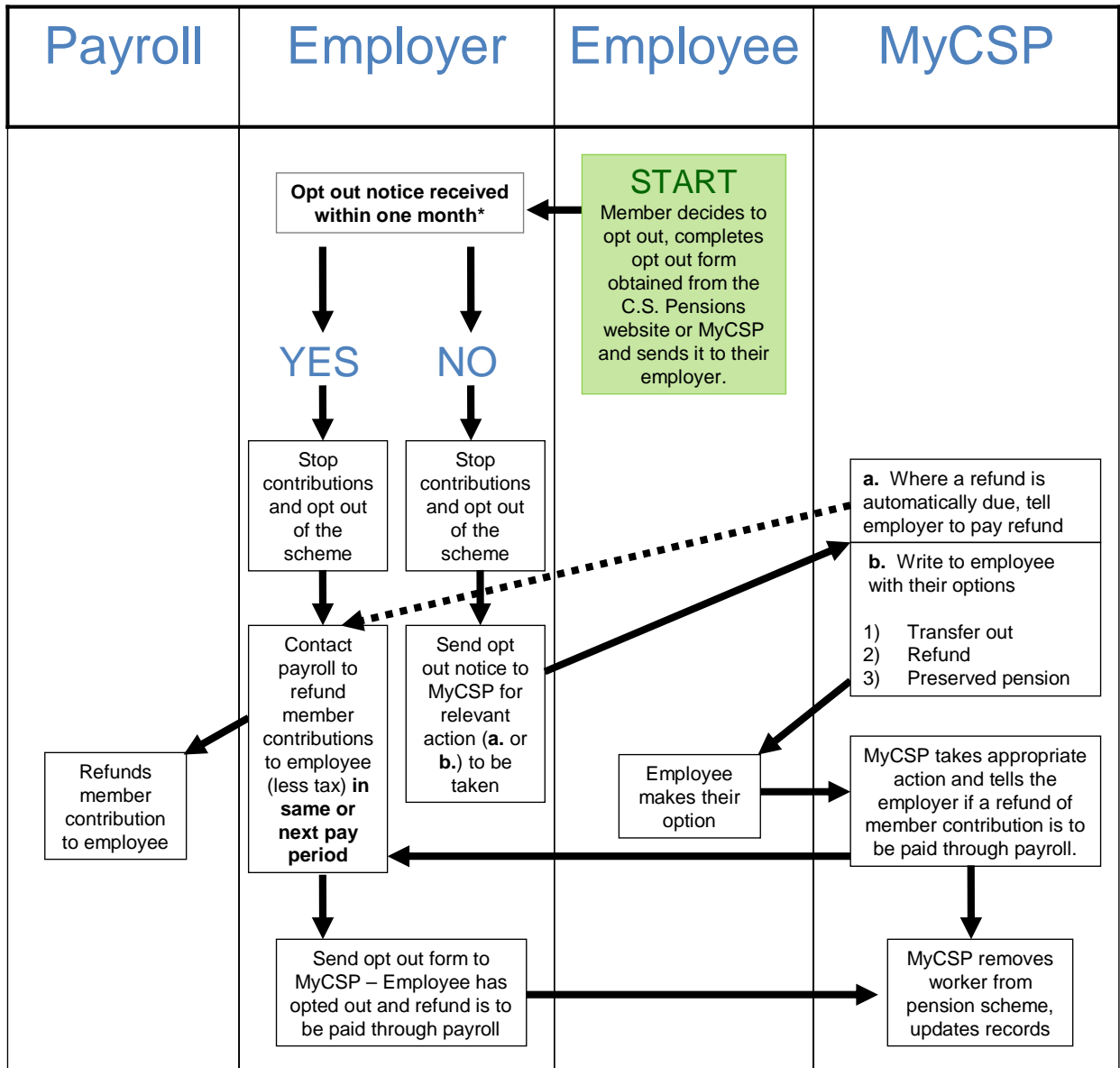
4. If the employer receives the Opt Out form outside the 1 month time limit, they copy the form to MyCSP (by post or email as agreed with their MyCSP PSC).
5. MyCSP will then write to the employee with details of the options available to them following opting out. Dependant on their service, a member may opt to have their contributions refunded, transfer their benefits out, or preserve their benefits. The option to transfer would be available where the member had more than 3 months but less than 2 years qualifying service. A preserved award would be due only where the member had a preserved award for previous service or had opted out with over 2 years qualifying service.
6. For clarification, a refund would be due in the following circumstances:
 - a. member has less than 3 months qualifying service AND does not already have a preserved award in the PCSPS.
(This is an employer responsibility to refund through payroll on receiving instruction from MyCSP.)

If the employer is told to pay a refund through payroll they must tell their payroll to:

- refund to the employee any pension contributions they have paid within the first three months of joining or opting in, less income tax,
- recover overpaid scheme ASLCs from the Cabinet Office Civil Superannuation, and;
- reinstate the employee into S2P from their first day.

- b. member has at least 3 months but less than 2 years qualifying service, AND does not already have a preserved award in the PCSPS, AND does not opt to take a transfer out. **(This is a MyCSP responsibility to refund.)**

Opting Out Process B - if you have staged for automatic enrolment



*This means within one month of the member being automatically enrolled / re-enrolled or (if later), being informed that they have been automatically enrolled / re-enrolled.

Please note: the employer should only give an automatic refund if they have staged and have automatically enrolled the employee who is opting out and have received the Opt Out form within one month of the start of the opting out period. In all other cases, employers must follow the process for 'NO', and should take action to stop contributions and opt the member out send a copy of the completed form to MyCSP to assess further actions needed. See the instructions for process B on the previous page.