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| **PRIVATE AND CONFIDENTIAL** | From: | Civil Service Pensions  PO Box 2017  Liverpool  L69 2BU  UK | |
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| Tel (Intl): | +44 1903 835 902 | |
|  |  | |
|  | Email: | [PSS@mycsp.co.uk](mailto:PSS@mycsp.co.uk) | |
|  | Opening hours: | Mon-Fri 08.30-18.00 | |
|  | | |
|  | Member No: | | [XXXXXX] |
|  | [www.civilservicepensionscheme.org.uk](http://www.civilservicepensionscheme.org.uk) | | |
| Date: |  | |  |
|  |  | | |

Dear [Title] [Surname]

**RE: 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. For more information on LTA please see the dedicated website page below:

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

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

LTA however covers the tax relief on your pension benefits from all of your registered pension arrangements. This is assessed as and when you bring those benefits into payment.

**Important information about your LTA**

You have received this letter as our records show that the value of your Civil Service pension benefits exceeded, or came close to, the 2018/2019 standard LTA of £1,030,000.

We have calculated that at **31 March 2019**, the value of your Civil Service pension benefits were approximately [LTA%] of the £1,030,000 LTA. The LTA check is undertaken when you retire and the value of your pension, plus the LTA amount are likely to change before you retire. If you exceed the LTA when you retire, you will have to pay a tax charge on the value of your benefits in excess of the LTA.

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

The two types of protection are:

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

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

**If you have previously applied for this protection, please provide us with a copy of your protection certificate for our records.**

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

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

**One-to-one pension tax support**

As your employer is part of the UK Civil Service, they should invite you to attend a one-to-one pension tax session to help you understand what your options are at this stage.

If you wish to seek financial advice you can find a list of approved advisers on the Financial Conduct Authority website:

[www.fca.org.uk/](http://www.fca.org.uk/)

**Further information**

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