

## Opting Out of the Civil Service Pension Arrangements Factsheet

### Before you decide to opt out please take the time to read this section

Your Civil Service pension is a valuable and significant part of your total reward package. Please read the information below carefully before making the decision to leave. You may also want to seek independent financial advice on how leaving the scheme may impact you financially. Visit the Financial Conduct Authority's website – [www.fca.org.uk](http://www.fca.org.uk) to find an adviser.

#### What you'll be giving up

If you opt out of the Civil Service pension, you'll be giving up a range of valuable benefits to which you and your family may be entitled:

- A pension payable for life and fully guaranteed by the government
- A tax-free lump sum cash option upon retirement
- Generous employer contributions (which you won't benefit from if you're not a member)
- Tax relief on the contributions you pay
- Protection if you become too ill to work – in the form of an ill health pension
- Protection for your loved ones should you die – in the form of:
  - o A death in service lump sum (if you die in service)
  - o A spouse/partner/civil partner's pension
  - o Children's pensions

You can read the main scheme guides for more information on the benefits you'll get by being a member of the Civil Service pension arrangements. You can find them on the publications page on the scheme website: [www.civilservicepensionscheme.org.uk](http://www.civilservicepensionscheme.org.uk)

Before opting out, please visit the '**Opting out of your Civil Service pension**' page on the Civil Service Pensions website.

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

On this page you'll find an overview of the benefits of remaining in the scheme and a link to a set of frequently asked questions and answers about opting out.

### Have you considered the partnership pension account?

Did you know that as an alternative to opting out, you're eligible to switch to the partnership pension account? The **partnership pension account** is a Defined Contribution (DC) scheme, where any contributions made are invested to provide a pot of money to fund your retirement. With a **partnership pension account**, you decide how much you contribute. You don't even have to make any contributions yourself and your employer will still contribute. If you do decide to contribute your employer will also match your contribution up to an additional 3%.

You can take your partnership pension account with you if you leave, and if your circumstances change you can switch back to your previous scheme (depending on eligibility).

More information about the partnership pension account can be found on the dedicated partnership page on the scheme website:

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

Finally, it's never too early or late to start building up a pension and the earlier you start the better your pension will be. Think about the lifestyle you want in retirement and how this will be paid for.

This factsheet provides information to help you when considering opting out. This factsheet does not cover every detail of the schemes, these are contained in the rules, which are the legal basis of the scheme.

You should note that nothing in this factsheet can override the rules, and in the event of any difference, the rules will apply.

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## Opting Out of the Civil Service Pension Arrangements Application Form

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If, after reading the full factsheet above, you still wish to opt out, please complete pages four and five of this application form and send it to your employer. **Please do not send your application form directly to the Scheme Administrator (MyCSP).**

If you would like to open a **partnership pension account**, you will need to complete an application to switch pensions. **If you wish to switch you do not need to complete an opt out form.** You can find the switching from and the partnership pension account application form on the dedicated partnership page on the scheme website: [www.civilservicepensionscheme.org.uk](http://www.civilservicepensionscheme.org.uk)



### Remember to:

- use black ink, and CAPITAL LETTERS
- add your National Insurance (NI) number on each page
- sign and date the declaration
- return the form to your employer.

Your decision to opt out of the pension scheme benefits will take effect shortly after your employer receives your form. For information on how long it can take to hear about your pension, please see the ['What to Expect'](#) guide to leaving before Normal Pension Age . You can find the guide in the What to Expect Library on the scheme website.

The Civil Service Pension arrangements are covered by automatic enrolment. This means if you opt out your employer will have to automatically put you back into a pension scheme on their automatic re-enrolment date (anniversary date). This occurs once every three years. If you have opted out within the 12 months prior to your employer's 'anniversary date' you will not normally be re-enrolled until the next 'anniversary date'.

**If you change employers (or your contract changes) it's likely that you will be automatically re-enrolled into the pension scheme.** If you are re-enrolled, and do not want to stay in the scheme, you will need to complete another opt out form. For more information about automatic enrolment, please speak to your employer.

Your employer cannot ask you or force you to opt out. If they do, you should report them to The Pensions Regulator: [www.thepensionsregulator.gov.uk](http://www.thepensionsregulator.gov.uk)

Since April 2016, the State Pension has changed, and contracting out has ended. This means you now pay the same level of National Insurance (NI) contributions whether or not you are a member of the pension scheme

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### Section One – Your personal details

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Full name	<input type="text"/>
Registered office address and postcode	<input type="text"/> <input type="text"/>
Telephone number	<input type="text"/>
Email address	<input type="text"/>

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### Reason for opt out (select an option)

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Affordability	<input type="checkbox"/>
Tax purposes – annual allowance/lifetime allowance	<input type="checkbox"/>
Secured retirement from other means	<input type="checkbox"/>
Not ready to save for the future	<input type="checkbox"/>
Other (please state):	<input type="text"/>

To ensure all your information is linked to your record, please include

National Insurance number	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
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## Your declaration

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- I have read the whole of this form and factsheet and understand the contents.
- I understand that I will keep any benefits I have qualified for but I will not build up any further pension benefits.
- I understand that if I remain in eligible employment I may apply to rejoin the Civil Service Pension arrangements, and will be enrolled into the scheme I am eligible for.
- I understand that I will not be able to continue or restart any added years contracts I have now.
- I understand that I will be automatically re-enrolled by my employer once every three years, on their automatic re-enrolment date (anniversary date). If I have opted out within the 12 months prior to my employer's 'anniversary date' I will not normally be re-enrolled until the next 'anniversary date'. I have the right to opt out again if I am re-enrolled.
- I understand that if I change employers I will be automatically re-enrolled into the pension scheme. I have the right to opt out again if I am re-enrolled.
- I understand that if I opt out my employer will not make any contributions on my behalf.
- I understand that if I opt out I may have a lower income when I retire.
- I do not want a partnership pension account, where my employer will make contributions even if I choose not to pay any contributions.
- **I do not want to be a member of the Civil Service Pension arrangements and wish to opt out of any pensions savings in this scheme.**

Your signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

To ensure all your information is linked to your record, please include

**National Insurance number**

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## Employer to complete – Business use only

As the **employer** you must complete this section of the request, to confirm that you have taken the action to opt your employee out of their current scheme.

Please fully complete **pages five and six**, and return this form with any additional documents to the Scheme Administrator: **Civil Service Pensions, PO Box 2017, Liverpool, L69 2BU**



**Remember to:**

- use black ink, and CAPITAL LETTERS
- include all the requested information
- sign and date the declaration
- return the form to the Scheme Administrator.

For information on your role and responsibilities, please see the Employer Pension Guide in the employer's section of the scheme website: [www.civilservicepensionscheme.org.uk](http://www.civilservicepensionscheme.org.uk)

## Opt out and automatic enrolment information

This form has been approved on behalf of the employer (HR / Payroll)

<b>The exact date the opt out was received</b>	<input type="text"/>
<b>The last day the employee contributed to their pension</b>	<input type="text"/>
<b>Have you staged for automatic enrolment?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>

If you have staged and have automatically enrolled this employee, please tell us:

<b>The date the employee was automatically enrolled</b>	<input type="text"/>
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or (if later)

<b>the date the employee was told they had been automatically enrolled</b>	<input type="text"/>
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<b>Will the refund be paid by your payroll department?*</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
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To ensure all your information is linked to your record, please include

<b>National Insurance number</b>	<input type="text"/>
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**Your details**

<b>Department name</b>	<input type="text"/>
<b>Your full name</b>	<input type="text"/>
<b>Your job title</b>	<input type="text"/>
<b>Telephone number</b>	<input type="text"/>
<b>Email address</b>	<input type="text"/>
<b>Office address, including department and postcode</b>	<input type="text"/> <input type="text"/> <input type="text"/>

**Employer declaration**

This form has been approved on behalf of the employer (HR / Payroll)

My signature: \_\_\_\_\_

Date: \_/ \_/ \_

<b>Date sent to the Scheme Administrator</b>	<input type="text"/>
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Please return both sections of this form to the Scheme Administrator:  
**Civil Service Pensions, PO Box 2017, Liverpool, L69 2BU**

To ensure information is linked to your employee's record, include their:

<b>National Insurance number</b>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
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