
Provisional Request to Transfer Pension Benefits into the Civil Service Pension Scheme – Letter of Authority

Please complete this form in black ink and CAPITAL LETTERS

Please return this form to:

Civil Service Pensions
PO Box 2017
Liverpool
L69 2BU
UK

Section 1: Details of Your Former Pension Scheme

Name of Former Scheme	<input type="text"/>											
Name of Scheme Administrator	<input type="text"/>											
Scheme Administrator's Address	<input type="text"/>											
	<input type="text"/>											
											Postcode	<input type="text"/>
Type of Scheme (e.g., if workplace pension or personal pension, if known):	<input type="text"/>											
Reference/Policy number	<input type="text"/>											
Dates of membership												
Membership start date	<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"/>	<input type="text"/>	<input type="text"/>
Membership end date	<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"/>	<input type="text"/>	<input type="text"/>

Personal information

Full Name:	<input type="text"/>
National Insurance (NI) 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"/>
Date of Birth:	<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"/>
Name of Current Employer:	<input type="text"/>
Please state any other name(s) you have been known by	<input type="text"/> <input type="text"/>
Home Address:	<input type="text"/> <input type="text"/> <div> Postcode <input type="text"/> </div>
Home Telephone Number:	<input type="text"/>
Email address:	<input type="text"/>

Section 3: Declaration and Consent

Please read the following carefully.

- I want to consider a possible pension transfer from my former pension arrangement to the Civil Service Pension Scheme.
- I understand that I cannot transfer any benefits from an external Additional Voluntary Contribution (AVC) policy or pension sharing order benefits arising from a divorce into this scheme.
- I understand that I cannot transfer crystallised benefits into this scheme.
- I understand that I must have accepted the transfer quote provided by MyCSP within 12 months of joining the Civil Service for the transfer to go ahead.
- I understand that completing this form does not act as formal acceptance of the transfer quote.
- I give consent to my former pension scheme administrators to forward pension information and a transfer value quote to MyCSP Ltd as administrators of Civil Service Pensions.

Your signature: _____

Date: ____/____/____