



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"/> <input type="text"/> |
| Scheme Administrator's Address | <input type="text"/> <input type="text"/> <div>Postcode <input type="text"/></div> |
| 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"/> <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"/> <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: ____/____/____