



This is a POSTAL ONLY form. If you'd like to complete this form online, you can do so via the Knowledge Centre at www.civilservicepensionscheme.org.uk/memberhub/knowledge-centre

Opt in form

You can use this form to join the Civil Service Pension arrangements if you are currently not a member of any of the schemes. There is more information for people thinking about joining the scheme on our website www.civilservicepensionscheme.org.uk

If you are considering joining the partnership pension scheme, you can find further information on our website www.civilservicepensionscheme.org.uk

This is not the correct form to use if you are already a member of the Civil Service Pension arrangements and want to complete a 'pension switch'. If you want to switch from, or to, the partnership scheme there is a separate form available for you to complete.



To opt in:

- please complete all fields on page 2 and 3 of this form
- save this form
- email this saved form to your HR/Payroll team to action

Your opt in takes effect as soon as your employer can restart your pension contributions, so please note that you may not see contributions deducted from your next payslip. Your employer will confirm your pension start date.

For more information please visit the Civil Service Pensions website: www.civilservicepensionscheme.org.uk

Your personal details

Full name	<input type="text"/>
Current address	<input type="text"/>
Postcode	<input type="text"/>
Telephone number	<input type="text"/>
Email address	<input type="text"/>

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

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

I would like to opt in to the Civil Service Pension arrangements

I understand that:

- each scheme has its own rules and eligibility criteria; your employer will determine and advise which scheme you have been entered into. Please see the scheme guides for more information: www.civilservicepensionscheme.org.uk/publications
- I should read the information in the appropriate scheme guide.
- as a scheme member I will pay scheme contributions.
- the scheme I join and the length of the break between my periods of scheme membership will affect how any preserved pensions I have are treated. Most members of alpha who rejoin within five years will have their pensions automatically linked together. This means that any final salary pension benefits will be based on your new pensionable earnings at, or close to, the date you next leave the scheme. Members of classic, classic plus, premium, or nuvos may get to choose whether or not to link their pension benefits.
- I confirm that I wish to join the Civil Service Pension arrangements.

Your signature

Date

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

National Insurance number



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Opt in form - Employer section

As the **employer** you must complete this section of the request, to confirm that you have taken action to enrol the member into the pension scheme on the date shown below.

Please complete this page and return all pages of this form with any additional documents to: **Civil Service Pensions, Capita Pension Solutions, PO Box 713, Darlington, DL1 9JZ**

Remember to:

- add your employee's National Insurance number on each page
- confirm your details and contact information
- send the form to the pension scheme.

For information on your role and responsibilities, please see the Employer Pension Guide: www.civilservicepensionscheme.org.uk

Employer authorisation

By completing this form, I confirm:

- we have noted the member's request
- we have informed our payroll department to start deducting the member's contributions from the relevant date
- the member's pension record will be updated via the interface.

My full name	<input type="text"/>
Telephone number	<input type="text"/>
Email address	<input type="text"/>
Member's opt in date	<input type="text"/>
Opting into (tick one only)	<input type="checkbox"/> classic <input type="checkbox"/> premium <input type="checkbox"/> nuvos <input type="checkbox"/> alpha
Employer's signature	<input type="text"/>
Date	<input type="text"/>

To ensure the information is linked to the member's record, please include the member's:

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