



Civil Service Pensions

This is an **ONLINE ONLY** form.

Provisional request to transfer pension benefits into the Civil Service Pension Scheme

You need to complete this form in **black ink** and **CAPITAL LETTERS**

Please return this form to:

Civil Service Pensions, Capita Pension Solutions, PO Box 713, Darlington, DL1 9JZ.

Name of former scheme

Name of scheme administrator

Scheme administrator's address

Postcode

Type of scheme (if known, for instance work pension or personal pension)

Reference/Policy number

Dates of membership

Membership start date

Membership end date

Section 2 – Personal information

Name

Your National Insurance (NI) number

Date of birth

Name of current employer

**Please state any other name(s)
you have been known by**

Address

Postcode

Telephone number

Email address

Section 3 - Declaration

- 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 pension sharing order benefits arising from a divorce into this scheme.
- I understand that I must have accepted the transfer quote provided by us within 12 months of joining the scheme for the transfer to go ahead.
- I give consent to my former pension scheme administrators to forward pension information and a transfer value quote to the administrators of Civil Service Pensions.

Signature

Date