



This is an ONLINE ONLY form.

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

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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**