



Civil Service Pensions

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

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	<input type="text"/>
Name of scheme administrator	<input type="text"/>
Scheme administrator's address	<input type="text"/>
Postcode	<input type="text"/>
Type of scheme (if known, for instance work pension or personal pension)	<input type="text"/>
Reference/Policy number	<input type="text"/>

Dates of membership

Membership start date	<input type="text"/>						
Membership end date	<input type="text"/>						

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