

What to expect - partial retirement

This guide applies to:

- **Active members** (you work for an employer covered by Civil Service Pensions and you have not opted out of the pension).

This guide covers:


How long these steps will usually take

What you will need to do

What your employer needs to do

What we will do

If you are an active member



Four months before your partial retirement date


You will need to confirm the details of your partial retirement and reshaped job role with your employer.

You will then need to complete Section A of the partial retirement application form and send it to your employer. You can find the form in the Member Forms section of our website.

Your employer will need to complete Section B of the form and send it to Civil Service Pensions to request a quote.

We will check the information supplied by your employer. If there is any missing information this will be requested from your employer.

Making sure all of your information is correct and preparing your pension option and claim form can take two months.



Two months before your retirement date

We will send a partial retirement option and claim form to you to complete and return. For those members impacted by 2015 Remedy (McCloud), it will also include a choice about how you would like part of your benefits to be calculated.




At least one month before your retirement date

You should complete your forms, and return them to **us** as soon as possible.


If your completed forms are returned at least one month before your partial retirement date, your lump sum (if applicable), should be paid shortly after you partially retire.

As long as your pension is not subject to full abatement, it will commence one month after your partial retirement date and is paid monthly in arrears. If your option form is received later than this, it may result in a delay in paying your benefits. For more information on abatement, visit www.civilservicepensionscheme.org.uk/abatement



Your partial retirement date

You will get a statement confirming how much your partial retirement pension lump sum will be (if applicable) and when it will be paid.



Please note: These are guidelines only. Some cases may be more complex and will take longer to process.

Visit our website for more information:
www.civilservicepensionscheme.org.uk