

### What to expect if you are getting divorced

#### The impact on your pension and the fees you will need to pay

#### This guide applies to:

- Active members. You work for an employer covered by the Civil Service Pension
   Scheme, and you have not opted out of the pension.
- **Deferred members.** You left the Civil Service Pension Scheme and your pension has been preserved. You have not yet claimed it.
- **Retired members**. You left the Civil Service Pension Scheme and you have claimed your pension.

#### It will inform you of:

How long these steps will usually take

What you need to do

What any third parties need to do

What we will do

# You need a valuation of your pension benefits for use in determining your divorce settlement



## Requesting a CETV

(CETV) by contacting us.

We will check the information held and if there is any

You should request a cash equivalent transfer value

missing information, this will be requested from your employer.



Up to one month after your request

together with a fee schedule.

It usually takes up to a month to calculate your pension

We will calculate your CETV and send the details to you

valuation. If we need to obtain missing information it can take longer.



divorce settlement has been agreed

When your

courts to be sent to **us** to review.

we can implement the order.

You should arrange for the draft order supplied by the



a month

Within

We will review the order and confirm to you in writing if



the final documents

When you

receive

sent to us.

You should arrange for the final version of the order and all the relevant paper work supplied by the court to be



a month

Within

the order.

We are unable to process the order until the fees have been paid.

We will provide details of the administration fees you will need to pay. The fees will be split as directed on



On receipt of payment of fees

We will implement the order. We will confirm the details

to your pension payments, and let you know if you will need to repay any of the pension you have already received.

If you are a pensioner, we will confirm any change

Please note: These are guidelines only.

Some cases may be more complex and will take longer to process.

Civil Service Pension Scheme - What to expect when you are getting divorced