

What to expect when you want to transfer benefits into the Civil Service Pension Scheme

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.

It will inform you of:

How long these steps will usually take	What you need to do	What your previous pension provider needs to do	What we will do
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You are a new joiner and wish to transfer your previous benefits into the the pension scheme

When you join the Civil Service Pension Scheme, the pension choices form that you return to your employer allows you to indicate that you wish to investigate transferring any previous benefits you have.

Your employer will pass the pension choices form to us (this can take up to six weeks).

You are an active member and wish to investigate transferring previous benefits into the pension scheme

You can request information about transferring previous pension benefits into Civil Service Pension Scheme by contacting us via contactcentre@mycsp.co.uk



Up to three weeks later

We will send you a transfer in request form to complete and return.



Two weeks later

We will request transfer details from your previous pension provider.

Your previous pension provider will provide all the relevant information to us.



Up to three weeks after receiving your information

We will confirm how much pension or other benefits the transfer will buy you in the Civil Service Pension Scheme and what steps you need to take if you wish to proceed.



As soon as possible

If you wish to proceed with the transfer you should contact your previous pension provider to let them know.

They will provide the forms that need to be completed and confirm when the transfer has been processed.

On receipt of the transfer money we will update your record and confirm the additional benefits resulting from the transfer.



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