

# What to expect when you want to transfer your pension

## This guide applies to anyone who has either:

- left service with an employer covered by the Civil Service Pension Scheme with less than two years' service, and has the option of either a refund, transfer out, or a preserved pension (a pension not yet claimed); or
- has opted out of the Civil Service Pension Scheme with less than two years' service.

## It will inform you of:

How long these steps will usually take	What you need to do	What your employer needs to do	What we will do
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## You have recently left the scheme with more than three months but less than two years' service

Your employer will tell us that you have left the scheme. We will calculate your options, which are either a refund of the contributions you have paid, less tax, or a transfer to another UK registered pension arrangement. If you want to transfer, you must tell us within three months of receiving your options otherwise you will receive a refund automatically.

## You left the scheme with two or more years' service

If you want to transfer, you need to ask us to calculate your transfer value and request a transfer pack. You may wish to speak to an Independent Financial Adviser for more information. If you do not have a financial adviser, the Government's MoneyHelper website provides free and impartial information on choosing a financial adviser and links to details of financial advisers. The website can be accessed at: <https://www.moneyhelper.org.uk/en/getting-help-and-advice/financial-advisers/choosing-a-financial-adviser>.



## Three weeks later

We will send a transfer out quotation and pack to either you or your new scheme (depending on who has requested it). The transfer amount will be guaranteed for three months. You should pass the details to your new pension provider or financial adviser who will confirm the benefits the transfer value will buy you in your new pension scheme. If you want to go ahead with the transfer you will have to complete the relevant section of the application form sent to you with your transfer quote. Your new scheme will have to complete the relevant section of the discharge form and return it to us.



## On receipt of your forms

After receiving your forms, we will recalculate the transfer if necessary and pay it to your new pension provider.



**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](http://www.civilservicepensionscheme.org.uk)