

What to expect...



...when you claim your Civil Service pension.

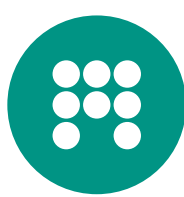


This guide applies to:

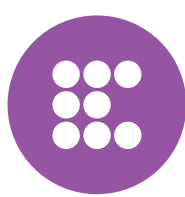
- **Active members.** You work for an employer covered by the Civil Service pensions arrangements, and you have not opted out of the pension.
- **Deferred members.** You left the Civil Service pensions arrangements and your pension has been preserved. You have not yet claimed it.



This is how long these steps will usually take



What you need to do



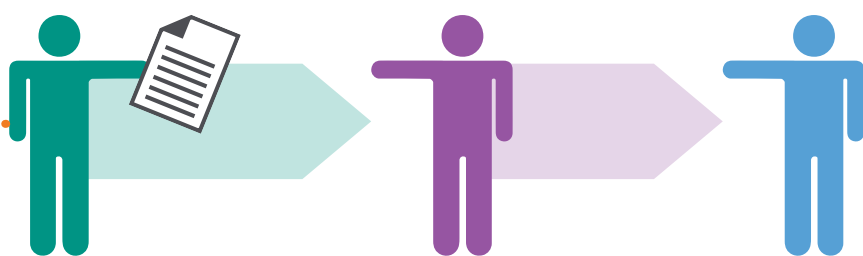
What your employer needs to do



What the pension scheme will do

You are an active member

Four months before your retirement date



Active members: You need to tell your **employer** when you plan to claim your pension. They will request your quotation from **Civil Service Pensions**.

You are a deferred member



Deferred members: You need to tell **Civil Service Pensions** that you want to claim your pension and request your deferred member retirement application form.

You can find the 'Change of details and Retirement Form – Deferred members' on the Member forms page of our website.

Civil Service Pensions 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



Civil Service Pensions will send a pension 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

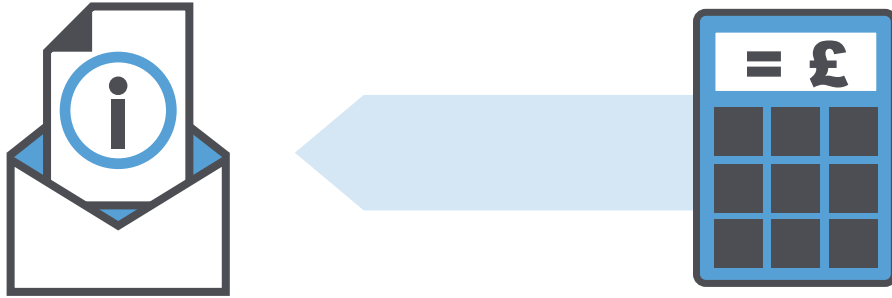


You should complete your forms, and return them to **Civil Service Pensions** as soon as possible.



If your completed forms are returned **at least one month** before your retirement date, your lump sum (if applicable) should be paid shortly after you retire. Your pension will commence a month after your 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.

Your retirement date



You will get a statement confirming how much your pension and lump sum (if applicable) will be and the payment dates.



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

Have you found this information helpful? Please let us know www.smartsurvey.co.uk/s/guides

You may be required to provide the following when applying to claim your pension.

- Copies of any lifetime allowance statements (if you are currently in receipt of another pension or about to claim another pension).
- Evidence of any lifetime allowance protection you may have.
- A marriage certificate or decree absolute (if divorced).

Please enclose all additional documentation with your application to claim your pension.