

# What to expect...

## ...when you want to transfer benefits into the Civil Service Pension arrangements

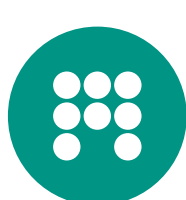


This guide applies to:

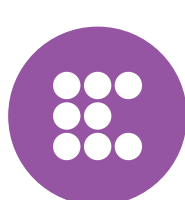
- **Active members.** You work for an employer covered by Civil Service Pensions arrangements, and you have not opted out of the pension.



This is how long these steps will usually take



What you need to do



What your employer needs to do

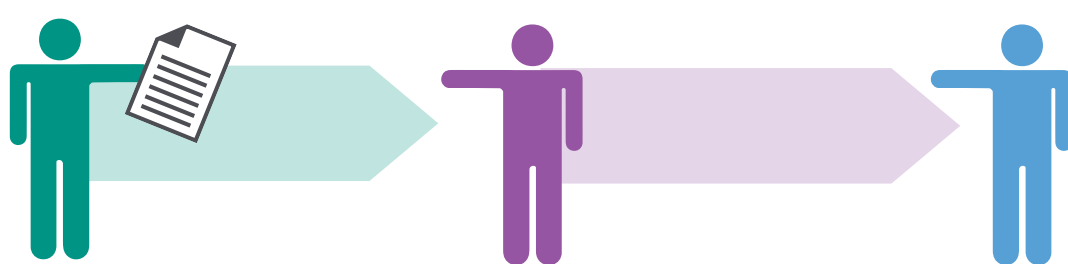


What your previous pension provider needs to do



What the pension scheme will do

You are a new joiner and wish to transfer in previous benefits into the pension scheme



When **you** join the Civil Service Pension arrangements, 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 **Civil Service Pensions** (this can take up to six weeks).

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



**You** can request information about transferring previous pension benefits into Civil Service Pension arrangements from **Civil Service Pensions** by emailing [contactcentre@mycsp.co.uk](mailto:contactcentre@mycsp.co.uk)

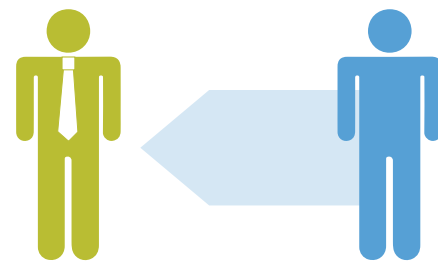
Up to three weeks later



**Civil Service Pensions** will send **you** a transfer in request form to complete and return.

Two weeks later

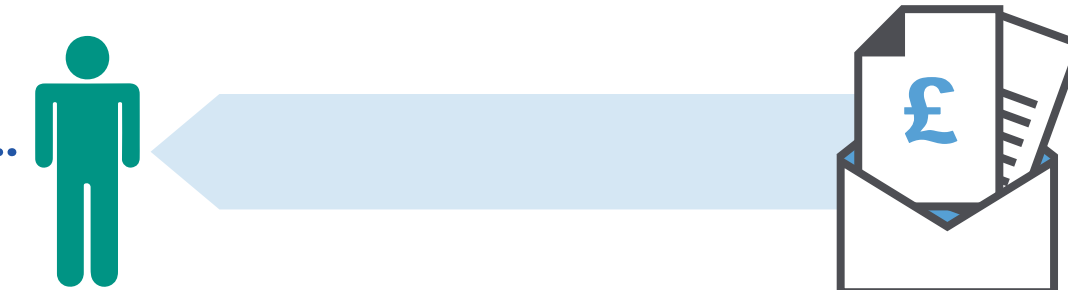
**Civil Service Pensions** will request transfer details from your **previous pension provider**.



Your **previous pension provider** will provide all the relevant information to **Civil Service Pensions**.



Up to three weeks after receiving your information



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

as soon as possible

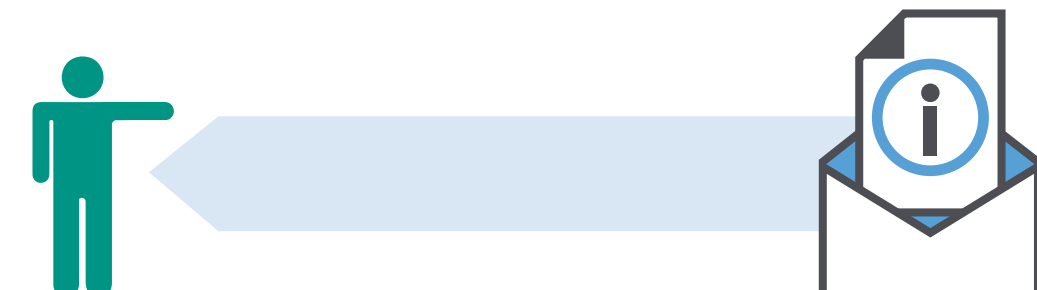


If **you** wish to proceed with the transfer you should contact your **previous pension provider** to let them know.



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

On receipt of the transfer money **Civil Service Pensions** 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](http://www.civilservicepensionscheme.org.uk)

Have you found this information helpful?

Please let us know. [www.smartsurvey.co.uk/s/guides](http://www.smartsurvey.co.uk/s/guides)