

Thinking about an old pension?

If you have worked for a Civil Service employer,
you may be entitled to a Civil Service pension.

Simple 6 step guide



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Step 1

Do you have a pension statement or payslip showing you were a member of a Civil Service scheme? (go to **Step Three**)

Do you have evidence from HMRC that you have a Pension in the Civil Service scheme? (go to **Step Three**)

If you are unsure whether your pension is part of the Civil Service pension arrangements, follow **Step Two**.

Step 2

Use the free online service www.gov.uk/find-pension-contact-details

Select 'Start now'

Find pension contact details

Use this service to find contact details to search for a lost pension.

You can find contact details for:

- your own workplace or personal pension scheme
- someone else's scheme if you have their permission

This service will not tell you whether you have a pension, or what its value is.

You need the name of an employer or a pension provider to use this service.

The online service is also available [in Welsh \(Cymraeg\)](#).

Start now >

Click 'I agree'

Declaration

I will only use this service to get contact details for:

- a pension I have had
- a pension someone else may have, and I have their permission

I agree

Select

Click 'Continue'

Are you looking for an NHS, civil service, teacher or armed services pension?

☐ Yes ☒ No

Continue

Select

Click 'Continue'

What type of pension are you looking for?

☒ **Workplace pension**
A pension an employer set up for you

☐ **Personal pension**
A pension set up by you

Continue

Select

Click 'Continue'

Do you know the name of the employer, who set up your workplace pension?

☒ Yes ☐ No

Continue

Type full name of your employer here

Search using an employer's name

Department for Work and Pensions



Search using an employer's name

Department for Work and Pensions



Results list employers that match your search terms, using their current or previous names.

● [DEPARTMENT FOR WORK AND PENSIONS \(DWP\)](#)

Select employer here

DEPARTMENT FOR WORK AND PENSIONS (DWP)

● **Principal Civil Service Pension Scheme (PCSPS)**

▶ [Previous names for this scheme](#)

Address

● PO Box 2017
LIVERPOOL
United Kingdom
L69 2BU

Telephone

0300 123 6666

Finish

Search again

If this is PCSPS
go to Step 3

If the employer was not
part of the Civil Service
arrangement the Administrator
contact details will be here
Please contact the details
provided and you need not
continue with further Steps.

Step 3

Do you have enough qualifying service to qualify for a pension in the Civil Service Pensions scheme?

Rules and legislation have changed over the years, please use the table to establish qualification. Qualification relates to your start date and end date, any breaks in service may or may not qualify.

Date employment ended Before 1 June 1972

Length of QUALIFYING Service **More than 10 years** (non-medical departure)

Over 50 years old on last day of service

Preserved pension
and lump sum

Date employment ended 1 June 1972 to 5 April 1988

Length of QUALIFYING Service **More than 5 years**

Preserved pension
and lump sum

Length of QUALIFYING Service **Any**

A woman who resigned on or after 6 April 1978 in the tax year in which she reached age 60

Preserved pension
and lump sum

Length of QUALIFYING Service **At least 2, but less than 5 years**

Transfer value not taken

A short service
payment

*see
note

Length of QUALIFYING Service **Less than 2 years**

Unmarried and transfer value not taken

WPS refund

*see
note



At the time you left service it was the responsibility of the employer to make such payments. In addition to this if your employer had made the above payments you would have no liability with the Principal Civil Service Pension Scheme (PCSPS) and therefore, MyCSP would not have any records in respect of this period of service and we are unable to confirm the amount or dates of any payments that may have been issued.

Not applicable to a woman who resigned on or after 6 April 1978 in the tax year in which she reached age 60.

Date employment ended 6 April 1988 – 5 April 2006

Length of QUALIFYING Service **2 years or more**

	Preserved pension and lump sum	
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Length of QUALIFYING Service **Any**

A woman who is resigning in the tax year in which she reaches age 60 (regardless of the length of her qualifying service).	Preserved pension and lump sum	
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A member who had rights under a personal pension scheme in respect of which a transfer value was paid into the PCSPS (regardless of the length of the member's qualifying service).	Preserved pension and lump sum	
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If a member has a previous preserved award then any further period of service will qualify regardless of length.	Preserved pension and lump sum	
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Length of QUALIFYING Service **Less than 2 years**

(other than a woman who is resigning in the tax year in which she reaches age 60; or a member with a previous preserved award). <ul style="list-style-type: none">• No entitlement to pension from previous service• Transfer value not taken• Unmarried when leaving (classic members)	Refund	*see note
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Date employment ended 6 April 2006 –

Length of QUALIFYING Service **Less than 2 years**

No entitlement to pension, under normal pension age at date of leaving, and transfer value not taken

Refund

*see note



If you left service before 1 May 2012 it was the responsibility of the employer to make such payments. In addition to this if your employer had made the above payments you would have no liability with the Principal Civil Service Pension Scheme (PCSPS) and therefore, MyCSP would not have any records in respect of this period of service and we are unable to confirm the amount or dates of any payments that may have been issued.

If you left after 1 May 2012 please contact MyCSP.

Not applicable to a woman who resigned on or after 6 April 1978 in the tax year in which she reached age 60.



Step 4

If your former employer's workplace pension was part of the Civil Service pension arrangements and you qualify for an award you'll need to [contact us](#)

Address

Civil Service Pensions
PO Box 2017
Liverpool
L69 2BU

Telephone

Monday – Friday, 9am-5pm
(excluding Bank Holidays).

General enquiries [0300 123 6666](tel:03001236666)

Email

contactcentre@mycsp.co.uk

Please provide the following:

- your full name (including any other names you have been known by)
- your date of birth
- your National Insurance number
- your ex-employer's name and when you were employed by them.

If we hold a Civil Service pension for you, we will write to you with further details.

However, if we tell you that we do not hold a record of your pension go to [Step Five](#)

Once we have exhausted the records passed to us we will not conduct repeat searches unless the original information provided is significantly different (for example incorrect identity details).

Step 5

Contact **HM Revenue & Customs (HMRC)** who will be able to provide you with a written account of contracted out service.

Members of the Civil Service Pension arrangements were contracted out of the state second pension scheme (S2P) between 1978 and 2016, which means you will have paid a lower rate of National Insurance contributions and will not have built up entitlement to the additional state pension. HMRC have a record of this and you are entitled to see this using a Subject Access Request (SAR).

The phone number for HMRC is **0300 200 3500**

Address

National Insurance Contributions and Employer Office
HM Revenue and Customs
BX9 1AN

Ask for a written record of your contracted out service or complete the online form:
www.gov.uk/guidance/hmrc-subject-accessrequest#make-a-sar-to-hmrc

Below is a sample of the request to send to HMRC.

Full name

Any Previous name(s)

Your National Insurance (NI) number

Date of Birth

Current address

Postcode

**If current address less than
five years please provide
previous address.**

Postcode

Contact number

Start date (YYYY)

End date (YYYY)

Please supply details of my contracted out record in writing to the address provided, this is required for pension purposes.

Your signature

Date

Step 6

Contact your former employer:

When you have received the written record of contracted out service from HMRC, showing that there is still a pension liability in the Civil Service Pension schemes, you need to forward this to your former employer or the organisation who has the records.

Do not send the Information to MyCSP.

Contact your former employer or the organisation who have your records (we can provide contact details) and ask them to send us your pension information so that we can calculate your benefits. You will need to provide your former employer with any information given to you by HMRC as well as:

- your full name (including any other names you have been known by)
- your date of birth
- your National Insurance number
- your ex-employer's name and when you were employed by them.

Your former employer will search their available records and may need to liaise with any third parties to get the information. They should keep you updated during this process.

Once your former employer provides us with your pension information, we will assess your potential benefits and write to you.

www.civilservicepensionscheme.org.uk

This leaflet has been produced by MyCSP on behalf of the Cabinet Office.

