

- **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.

It will inform you of:

**How long
steps will
usually take**

What you need to do

What your employer needs to do

What we will do

If you are an active member

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

If you are a deferred member

Deferred members: You need to tell us 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.

We 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.



Four months before your partial retirement date



Two months before your retirement date

We will send a pension option and claim form to you to complete and return. For those members impacted by 2015 Remedy, 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 us 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:

Visit our website for more information:
www.civilservicepensionscheme.org.uk

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



- Copies of any lifetime allowance and / or lump sum 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 court order that legally ends a civil partnership or marriage (if divorced).

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