

Please complete this form and email it to:
cspensions@finance-ni.gov.uk with evidence of identification*

All personal information will be held in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

If you want to replace your existing option, you only need to complete the application form. This will automatically cancel any existing EPA options you have.

You can send a request to cancel your EPA option at any time. However, you will still pay EPA contributions until the following 31 March. The cancellation will take effect from 1 April.

By cancelling your contributions, you will keep the EPA pension you have built up, and will only make contributions to the standard alpha pension from the following 1 April.

Member Details

Name: Staff / Payroll Number:
Address: Nat. Ins. Number:
 Date of Birth:
Postcode:

Cancellation declaration:

- I wish to cancel my current EPA option from the next 1 April, and not replace it with another of the available EPA options.
- I have read the notes on page 2 regarding the cancellation of EPA options.

By ticking this box I declare that I am the person named in the Member Details of this form and that the information provided is true and accurate. I also declare that I am aware that the provision of false information may lead to prosecution.

By ticking this box I declare that I have adhered to the confirmation of identity requirements set out on page 2 of this form.

All personal information submitted to Civil Service Pensions is held in accordance with the Civil Service Pensions Privacy Policy which is published on the CSP (NI) website:

www.finance-ni.gov.uk/civilservicepensions-ni

Cancellation declaration - Cont'd:

* To enable us to verify your identity you must either:

- Send this form from your gov.uk email address, confirming you give CSP permission to process your request (Northern Ireland Civil Service employees only)

OR

- Submit a scanned or photographic copy of your driver licence or passport. If you submit your driver licence this will also serve to confirm your address. If you submit your passport to verify your identity you must also submit a photographic copy or scanned copy of a recent utility bill dated within the last three months to confirm your address.

Completed forms and all required documentation (where applicable) should be submitted to:

cspensions@finance-ni.gov.uk

Notes:

How long does an EPA option last?

All EPA options must be paid for a full scheme year.

An EPA option cannot be cancelled until 1 April following the start of your contributions.

A cancellation can only take place if you complete an EPA option cancellation form.

An option cannot be cancelled part way through a year.

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