

Please complete this form and send it to: [cspensions@finance-ni.gov.uk](mailto:cspensions@finance-ni.gov.uk) with evidence of identification\*

You can use this form to switch between partnership and the scheme you are a member of, or are eligible to join. Your employer will be able to help if you are not sure which scheme you are currently in, or which scheme you can switch into. You can find a Quick Start guide to switching on the CSP(NI) website: [www.finance-ni.gov.uk/civilservicepensions-ni](http://www.finance-ni.gov.uk/civilservicepensions-ni)

You can switch schemes at any point during the year, but you must send your completed form at least two months before the date you will switch. You will switch on the first day of a month. You can only switch once in a 12 calendar month period.

All personal information submitted to Civil Service Pensions is held in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

## Section 1: Details about you

Your full name:\*

National Insurance Number:\*

Your Department / Employer:\*

Your daytime telephone number:\*

Your full address:\*

Your e-mail address:




\* This information is necessary in order to complete your application.

▶ **Go to Section 2**

## Section 2: Your Northern Ireland Civil Service (NICS) pension scheme history

### (a) Have you belonged to the NICS pension arrangements before?

(Including any previous membership of classic, classic plus, premium, nuvos or alpha schemes or the partnership pension account during your current period of employment). Do not include details of your current arrangements.

**YES** complete this section

**NO**

▶ **Go to Section 3**

Period of service

From

To

Employer

What happened to your pension benefits? (See list below)









**A:** No pension benefits

**B:** Pension is **preserved**

**C:** Pension transferred out

**D:** Pension now in payment

**E:** Took early retirement

**F:** Other (Please give details)

### (b) Partnership Pension Account

If you have had a partnership pension account during your current employment, please give dates.

From

To







▶ **Go to Section 3**

### Section 3: Your pension switch. (Only select the scheme you are eligible to join)

I would like to switch to classic          classic plus          premium

nuvos

alpha

▶ Go to section 4

OR

I would like to switch to a **partnership** pension account

▶ Go to section 5

### Section 4:

After changing schemes you may be able to transfer benefits into your new pension from another period of employment, a personal pension scheme or from your current partnership pension account.

#### Important note: time limits may apply

Please contact me about the possibility of transferring in other pension benefits

▶ Go to Section 6

### Section 5: Your partnership pension choice

My choice of pension provider is (tick **one** provider only):

Scottish Widows

Standard Life

I would like to make contributions at the rate of  % of my pensionable earnings

**Please make sure you fill in an application form from your chosen provider and email it with this Pension Switch form.**

▶ Go to Section 6

### Section 6: Your declaration and authorisation - you **must** tick both declaration

boxes  and

I understand:

- I can only switch once per 12 calendar months
- I must return my completed form at least two months before the switch date
- I can only switch to schemes I am eligible for and have confirmed the choice I have made with my employer

By ticking this box  I declare that I am the person named on 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 below.

\* To enable us to verify your identity you must 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. These should be submitted to [cspensions@finance-ni.gov.uk](mailto:cspensions@finance-ni.gov.uk) with the completed form.

Date:

**Please return the completed form to: [cspensions@finance-ni.gov.uk](mailto:cspensions@finance-ni.gov.uk)**

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](http://www.finance-ni.gov.uk/civilservicepensions-ni)

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