

What to expect...

when you claim your Civil Service Pension.

This guide applies to:

- **Active members:** You work for an employer covered by the Northern Ireland Civil Service (NICS) pension schemes, and you have not opted out of the pension.
- **Deferred members:** You left the NICS pension schemes and your pension has been preserved. You have not yet claimed it.

Four months before your retirement date.	If you are an active member: You need to tell your employer/HR department when you plan to claim your pension. They will request your quotation from Civil Service Pensions (CSP). If you would like your courtesy estimate to be issued by email, please provide a correspondence email address. If you are a deferred member: You need to tell CSP that you want to claim your pension, either by telephone 0300 077 0329 or email cspensions@finance-ni.gov.uk confirming address and marital status. CSP will check the information supplied by your employer/HR department. If there is any missing information this will be requested from your employer/HR department. Making sure all of your information is correct, preparing your pension option and claim form can take two months.
Six to eight weeks before your retirement date	CSP will send a courtesy pension estimate either by email (if held) or by post and claim forms for you to complete and return.
At least one month before your retirement date	You should complete your forms, and return them to CSP as soon as possible to: cspensions@finance-ni.gov.uk 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 in arrears on the last working day of the month, unless it's a bank holiday. If your option form is received later than this, it may result in a delay in paying your benefits. CSP will not put a pension into payment until the partial / retirement date has been confirmed by your employer / HR department.
Your retirement date	You will get a statement confirming how much your pension and lump sum (if applicable) will be and Statement of Lump Sum Allowance

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