

***This form is only for use during the time that Civil Service
Pensions staff are working remotely due to Covid-19***

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

Please complete this form and email to: **cspensions@finance-ni.gov.uk** along with any confirmation of identity documentation required, as detailed in the 'Declaration' section below.

For CSP use:

Our Ref Number:

Your Personal Details

Name: Nat. Ins. Number:
Home Address: Date of Birth:
Telephone No:
Postcode:

Bank/Building Society Details

Name of Bank / Building Society:

Type of account (eg. current etc):

Name of account holder:

Sort Code: (6 digits)

Account Number: (8 digits)

Building Society Roll Number: (14 digits)

If you require any help with providing these details please contact your Bank/Building Society for assistance as failure to provide accurate details may result in a delay of payment.

Declaration

By ticking this box I declare that I am the person named in the 'Your Personal Details' section 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 below.

Date:

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**

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: