

Please fill in **both sides** of this form in **black ink** and in **CAPITAL LETTERS** and send it to us. (Address overleaf)

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. Continue on a separate sheet if needed.

**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 enclose it with this Pension Switch form.

▶ Go to Section 6

### Section 6: Your declaration and authorisation - you **must** sign and date this form

I understand that:

- 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

Signed:

Date:

Please return the completed form to:

**Civil Service Pensions**  
**Waterside House**  
**75 Duke Street**  
**LONDONDERRY**  
**BT47 6FP**

Tel: 028 7131 9000

Fax: 028 7131 9234

Email: [cspensions@finance-ni.gov.uk](mailto:cspensions@finance-ni.gov.uk)

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

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)