



EMPLOYEE PENSION NOTICE

FROM: CIVIL SERVICE PENSIONS

DATE: 21 November 2022

TO: ALL STAFF

URGENT PENSIONS REMINDER!

If you have received a Pension Savings Statement for 2021/2022 you must read it as you potentially may have incurred a tax charge. You can avail of scheme pays, however you will need to urgently request a Scheme Pays quote before the extended deadline of 25 November 2022.

1. This has been an exceptional year, with two pay awards within the 2021/22 tax year for many of our members, resulting in a greater than usual increase in pensionable pay. Over 1,000 Pension Savings Statements were issued to active members' home addresses before 6 October 2022.
2. It is extremely important that if you did receive a Pension Savings Statement that you urgently work through your figures to determine if you have incurred a tax charge.
3. The steps on how to work out if you have incurred a tax charge were provided in Employee Pension Notice [EPN 18/2022 - Pension Savings statements 2021-22](#)
4. If you have exceeded the Annual Allowance and a tax charge is due, you can ask Civil Service Pensions to pay the charge on your behalf and avail of Scheme Pays, in exchange for a permanent reduction in your benefits. **You must urgently request a Scheme Pays Quote from CSP before the extended deadline of 25 November 2022.**

[NICS Pension Schemes Request Form for Scheme Pays Quote](#)

CSP also have a dedicated Pension Savings Statements web page where you will find a guide to your Pension Savings Statement, a pre-recorded Pension and Tax awareness session, Annual Allowance worked examples and much more.

[Pension Savings Statements](#)

5. Due to these tight deadlines Civil Service Pensions will accept requests for quotes and applications forms via email to cspensions@finance-ni.gov.uk if you have access to this facility. It is important that you enter “**Urgent – Annual Allowance Request**” in the email subject field. Otherwise, using the same heading, send your request to:

Johnny Butler,
Civil Service Pensions,
Waterside House,
75 Duke Street,
Londonderry, BT47 6FP

6. It is your responsibility to calculate whether you have a tax charge to pay.

Contacting Civil Service Pensions

If you have received a Pension Savings Statement and consider that any details on the statement are incorrect you should contact Civil Service Pensions.

- Email: cspensions@finance-ni.gov.uk
- Telephone: 028 71319000

Or you may wish to contact our High Earner Champion, who is a dedicated resource to deal with queries:

- Name: Johnny Butler
- Email: Jonathan.Butler@finance-ni.gov.uk
- Telephone: 028 71321228 (Direct Dial ext. 87228)

Financial Advice

Finally, it is important to note that staff in Civil Service Pensions can only provide information and are not qualified to give advice. You may wish to consider speaking to an independent financial advisor, who will look at your personal circumstances and advise accordingly.