

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.	<p>If you are an active member: You need to tell your employer when you plan to claim your pension. They will request your quotation from Civil Service Pensions (CSP).</p> <p>If you are a deferred member: You need to tell CSP that you want to claim your pension and request your deferred member retirement application form. You can find the application on the Civil Service Pensions (NI) [CSP(NI)] website:</p> <p style="text-align: center;">www.finance-ni.gov.uk/civilservicepensions-ni</p> <p>CSP will check the information supplied by your employer. If there is any missing information this will be requested from your employer.</p> <p>Making sure all of your information is correct and preparing your pension option and claim form can take two months.</p>
Two months before your retirement date	<p>CSP will send a pension option and claim form for you to complete and return.</p>
At least one month before your retirement date	<p>You should complete your forms, and return them to CSP as soon as possible.</p> <p>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 monthly in arrears. If your option form is received later than this, it may result in a delay in paying your benefits.</p>
Your retirement date	<p>You will get a statement confirming how much your pension and lump sum (if applicable) will be and the payment dates.</p>

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