

# Premium Pension *Switch* form

Please fill in **both sides** of this form in **black ink** and in **CAPITAL LETTERS**, and send it to your employer. You are allowed one switch from **premium** to **partnership** and one switch from **partnership** to **premium**. You can only switch on 1 April or 1 October in any year, and your form must be received at least 3 months beforehand.

<b>Section 1: Details about you</b> Your name (Full name)	Date of birth  / /	Marital status (married, divorced, and so on)
	Your daytime phone number	
Your full office address (including the name of your employing department/agency)	National Insurance number	
	Your e-mail address	
➔ Go to section 2.		

<b>Section 2: Your Civil Service pensions history</b> Have you been covered by Civil Service pension arrangements before (including previous membership of the <b>premium</b> scheme or the <b>partnership</b> pension account during your current period of employment)? Do not include details of your current arrangements. Yes <input type="checkbox"/> Fill in this section                      No <input type="checkbox"/> ➔ Go to section 3.			
<b>Civil Service pension scheme</b>			
Period of service		Employer	What happened to your Pension benefits? (See the list below.)
Date from	Date to		
<b>A:</b> No pension benefits <b>B:</b> Pension <b>preserved</b> for payment at age 60 <b>C:</b> Pension transferred out <b>D:</b> Pension now in payment <b>E:</b> Took early retirement <b>F:</b> Other (give details).			
<b>Partnership pension account</b> If you have had a <b>partnership</b> pension account during your current employment, please give dates of when.			
Date from	Date to		
➔ Go to section 3.			

<b>Section 3: Your pension switch</b>	
• I would like to join the <b>premium</b> pension scheme	<input type="checkbox"/> ➔ Go to section 4.
• I would like a <b>partnership</b> pension account	<input type="checkbox"/> ➔ Go to section 5

## Section 4:

Only fill in this section if you are choosing to join the **premium** pension scheme.

- Please contact me about combining my previous Civil Service pension benefits with my current service ('**aggregation**'). I understand that I must make any **aggregation** decision within 12 months of joining.
- Please contact me about the possibility of transferring in my pension from another employment or from the **partnership** pension account. I understand that time limits may apply.
- Please send me more information on increasing my pension benefits.
- Please send me a printed version of the booklet 'Pensions for partners' (please note that if you want your partner to be paid a pension after you die, one condition is that you must complete the declaration form in this booklet).

➔ Go to section 6.

## Section 5: Your partnership pension choice

My choice of pension provider is (tick one box only):

Scottish Widows  Standard Life  TUC

• I enclose a filled-in application form for my chosen pension provider.

• I would like to make contributions at the rate of  % of my **pensionable earnings**. ➔ Go to section 6.

## Section 6: Benefit statements

You will receive a benefit statement each year from your pensions administrator or your pension provider (if you choose a **partnership** pension). From Summer 2009 these statements will also include information on your state pension entitlement.

Tick this box if you do **not** want us to get information about your state pension

➔ Go to section 7

## Section 7: Your authorisation - you must sign and date this form.

Signature

Date