

# Application to buy Added Pension classic, classic plus and premium



Members of the PCSPS(NI) may choose to pay one lump sum contribution each year for added pension.

All cheques should be made payable to: 'Department of Finance and Personnel, General Account'.

## Section 1. Member Details

Name: \_\_\_\_\_ Staff / Payroll Number: \_\_\_\_\_  
 Address: \_\_\_\_\_ Nat. Ins. Number: \_\_\_\_\_  
 \_\_\_\_\_ Postcode \_\_\_\_\_ Date of Birth: \_\_\_\_\_

## Section 2. Amount of added pension and payment method

### 1. I wish to buy added pension by:

a. Monthly salary deduction of \_\_\_\_\_ % or £ \_\_\_\_\_

- For a period of 1 year  
 For a period of \_\_\_\_\_ years  
 Until I decide to cancel in writing

b. One off Lump Sum salary deduction of £ \_\_\_\_\_

c. One off Lump Sum of £ \_\_\_\_\_ - please accept enclosed cheque.

### 2. I understand that I must not use a lump sum from a previous pension scheme to buy added pension.

Signed: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**NOTE:** If you choose option 1c it will not receive automatic tax relief. To get tax relief you will need to tell HM Revenue and Customs about your lump sum payment by making a tax return for the year in which you are buying.

### Please send your completed form to:

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

### For CSP office use only

This receipt is to confirm that Civil Service Pensions have received your cheque towards the payment of added pension contributions.

Amount Received £

Signed: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_