

EMPLOYEES PENSION NOTICE

FROM: CIVIL SERVICE PENSIONS

DATE: 7 JANUARY 2010

TO: ALL STAFF

Buying Added Pension

ANNUAL REMINDER

If you are in **classic**, **classic plus**, **premium** or **nuvos**, you may choose to buy added pension to top up your pension benefits. You can buy added pension by making monthly contributions from your pay and/or by paying in a lump sum.

What action do I need to take?

- **Read the added pension leaflet** - available on the Civil Service Pensions website www.civilservicepensions-ni.gov.uk or from Civil Service Pensions at Waterside House, 75 Duke Street, Londonderry BT47 6FP. Tel. 028 71319000.
- **Use the calculator on the Civil Service Pensions website to see how much you want to pay**,
www.civilservicepensions-ni.gov.uk/index/resources/calculators.htm
- **Complete the application form** - application forms for added pension are available on the Civil Service Pensions website, www.civilservicepensions-ni.gov.uk or from Civil Service Pensions at Waterside House, 75 Duke Street, Londonderry BT47 6FP. Tel. 028 71319000.

Paying by lump sum

You can make one lump sum payment at any time in the year but not within the first 12 months after you join the pension scheme. If you want to make a payment in 2009-10 scheme year, you must send the completed form and payment to Civil Service Pensions by **11 February 2010**. If you are paying through your payroll, we need to tell your payroll to deduct the money from your March salary. If your application reaches us after this date it is possible it might not be processed in the current scheme year.

If you want to make a lump sum payment other than through your salary, (i.e. by cheque) please contact Civil Service Pensions.

Added pension by monthly contributions

If you want to buy added pension by monthly contributions for scheme year 2010-11, you must send the completed form to Civil Service Pensions by **26 February 2010** so that we have time to instruct your payroll to start making deductions from your April salary. If your application reaches us after this date there is the possibility it will not be processed in time.

You can either pay a set amount or a set percentage of your pensionable earnings.

You will receive tax relief on contributions made through payroll. So a contribution of, say, £100 would have a net cost to you of £80 if you pay income tax at standard rate (or £60 if you pay tax at higher rate).

How much added pension can I afford?

Use the added pension calculator on, www.civilservicepensions-ni.gov.uk/index/resources/calculators.htm. If you cannot access the calculator please contact Civil Service Pensions.