



September 2014

Dear

I am writing to tell you that your preserved Civil Service Pension is now administered by MyCSP rather than Capita, on behalf of Cabinet Office.

You can find more information about your pension on the Civil Service Pensions website at [www.civilservicepensionscheme.org.uk](http://www.civilservicepensionscheme.org.uk)

Please contact MyCSP the next time you need to tell the scheme anything about your preserved pension. MyCSP's contact details are:

Address: MyCSP  
PO Box 2017  
Liverpool  
L69 2BU

Telephone: 0300 123 6666  
From overseas: +44 1903 835902  
Email: [contactcentre@mycsp.co.uk](mailto:contactcentre@mycsp.co.uk)

Please note:

1. It is important that you tell MyCSP of any changes to your address or other personal information. MyCSP needs to keep your record up to date so that it can contact you about your preserved Civil Service Pension.
2. If you have not already done so, please complete a death benefit nomination form. You should regularly review who you have nominated to be paid the death benefit, as this allows MyCSP to quickly pay any benefits due. If you wish to change your nomination, you can get a form either from the scheme website or by calling the MyCSP Contact Centre.

We recommend that you keep this letter in a safe place for future reference.

Yours sincerely,

**Tony Odams de Zylva**  
Head of The Pension Schemes Executive