

## Pensions

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In response to your recent enquiry I enclose booklet TV74-POD, forms PD1 and PD2 and draw your attention to the notes below.

### Notes for Pensions on Divorce and Dissolution of Civil Partnerships

When involved with divorce proceedings or dissolution of civil partnerships your solicitor will often ask you to obtain a 'Cash Equivalent Transfer Value' (CETV).

To enable us to calculate your CETV we require essential pay and membership details from your employer at your place of work.

NHS Pensions rely on NHS employers to provide details of pensionable pay and membership of the Scheme. These details are usually provided annually.

**If you are a contributing member** of the Scheme or have left within the last 12 months, please send the attached form PD2 to your employer and complete form PD1 yourself. Once form PD2 has been completed and returned to you, please send it together with form PD1 to NHS Pensions using the address at the top of the page. Please note a separate PD2 form will be required for **each** of your employments.

Most occupational pension schemes are allowed 3 months to provide their members with a CETV for divorce or dissolution of civil partnership purposes. Upon receipt of the completed forms we will aim to send your CETV within 6 weeks. **But**, this is dependent upon your employer completing form PD2 fully and accurately.

Upon receipt of forms PD1 and PD2 at NHS Pensions we will send you the following:

- an acknowledgement letter confirming the date you will receive a response by. But if your employer has not provided all the information we require on form PD2, **both forms will be returned to you.**
- a CETV within 6 weeks.

**If you are not a contributing member** of the Scheme please complete form PD1 and return it to NHS Pensions using the address at the top of the page.

Upon receipt of form PD1 at NHS Pensions we will send you the following:

- an acknowledgement letter confirming the date you will receive a response by.
- a CETV within 6 weeks.