Help using this Veterans UK PDF form

About this form

- **You must download and save this form to your computer before using it**
- You can save data typed into this PDF form if you use the latest version of **Adobe Acrobat Reader**
- To download the latest version of Adobe Acrobat Reader free of charge go to the Adobe website
- This means that you do not have to complete this form in one session

Helpful information for using this form

- Save the form to your computer
- After completion print the form
- Sign the form in black pen
- Post the form using the address given
- **If you have an enquiry for the Armed forces Pension Scheme, please call the JPAC Enquiry Centre on 0800 085 3600 or email DBS-PensionsHelp@dbspv.mod.uk**

The form will not save in

- older versions of Adobe Acrobat Reader
- other pdf readers, for example Preview on a Mac or Foxit on a PC

We have been made aware of issues when using Apple products such as Iphones and Ipads to complete this form.

You may be unable to save or re-open it due to updates to Apple products since this form was created.

Work is being undertaken to transform our forms and systems but until this is complete, we ask that you find an alternative device, if possible, or print the form and complete it by hand.

PLEASE NOTE YOU MUST SIGN THIS FORM USING A BLACK PEN. WE CANNOT ACCEPT THIS FORM BY EMAIL

Intentionally left blank

Ministry of Defence

Armed Forces and Reserve Forces Pension Schemes

Opt In/Out of Armed Forces Pension Scheme Form

PLEASE NOTE - THIS FORM MUST BE RETURNED BY POST.
Copies received by e-mail will not be accepted

Part A - Your Details

First Name

Surname

Address

Postcode

Service Number

National Insurance Number

Date of Birth

Telephone Number

Email Address

Part B - Membership of Armed Forces Pension Scheme (Please tick the appropriate box)

I wish to **Opt Out** of the Armed Forces Pension Scheme. ☐

The effective date for Opting Out of the Scheme will be the first pay period beginning on or after the date on which the option was exercised and submitted to Veterans UK. The exception to this is when the Service Person has been a member for a period less than three months since the first day of service, in which case, the first day of service will be used. Any Added Pension contributions that are being made will cease. By Opting Out of the Scheme, Service Personnel are no longer eligible for ill-health or death benefits, however, they will still be eligible to receive compensation from the Armed Forces Compensation Scheme and/or the War Pension Scheme for any illness or injury that is attributable to service. Reservists who have opted out are eligible to apply to the MOD to make employer contributions (for periods of mobilisation) into a civilian occupational pension scheme. Prior to opting out of the scheme, individuals may wish to seek independent financial advice.

I wish to **Opt In** to the Armed Forces Pension Scheme. ☐

The effective date for Opting In to the Scheme will be the date that the Commanding Officer received the request to Opt In. Any submission from a Service Person applying to Opt back into the Scheme more than once within a period of 12 months will be subject to approval by Veterans UK. Reservists may also exercise this option once per period of mobilisation. Service Personnel with fixed protection for Lifetime Allowance are ineligible to be a Member of the Scheme.

Part C - Data Protection

How the MOD collects and uses personal information

The Ministry of Defence (MOD) is committed to protecting the privacy and security of your personal data and the MOD Privacy notice explains your rights and provides information that you are entitled to under UK data protection legislation. It is important that you read this notice, together with any other privacy notice that may be provided when we collect or process personal information about you so that you are aware of how and why we are using such information. The MOD Personal information charter contains the standards you can expect when we ask for, hold, or share your personal information and your rights under the law.

Part D - Declaration

I confirm that

- The information I have given is accurate and complete to the best of my knowledge and belief.

I understand that

- I must immediately tell the MOD of anything that may affect my entitlement to, or the amount of, payment made under any scheme administered by Veterans UK, including any change of address.
- If I knowingly give false information, I may be liable to prosecution.

Remember – You must sign this form yourself if you can, even if someone else has filled it in for you. If a representative who acts as a Power of Attorney or Appointee for the claimant is signing this form, they must enclose evidence to show that they are the legal representative.

Part E - Consent for email correspondence

Veterans UK is happy to conduct correspondence with customers via a nominated email address if that is their preference. There are some types of personal information we would not be able to include in an email correspondence, which are listed below:

- I authorise Veterans UK of the MOD to use email whenever possible in its correspondence with me via my nominated email address shown on the front of this claim form. I accept that the information may include my personal details excluding bank account numbers, National Insurance number, medical details and any other information that could compromise my identity.
- I understand that correspondence transmitted by email may be open to abuse because it is transmitting over an unsecured network. I accept that the MOD will not be liable for any loss, interception or unauthorised use of information transmitted this way. I am content for Veterans UK to correspond with me from the email address shown at the front of this claim form.

Do you wish to correspond via email? ☐ Yes ☐ No

Part F - Signature of Applicant and Commanding Officer

Signature of Applicant

PLEASE SIGN THE FORM IN BLACK PEN AFTER PRINTING

Date

Signature of Commanding Officer

PLEASE SIGN THE FORM IN BLACK PEN AFTER PRINTING

Received by Commanding Officer on:

Date

Fully completed and signed forms should be sent to:
Veterans UK, Process Team, MP 335, Kentigern House, 65 Brown Street, Glasgow G2 8EX

Intentionally left blank

Part G - Acknowledgement

Ministry of Defence

Veterans UK
MP335
Kentigern House
65 Brown Street
Glasgow
G2 8EX

Freephone 0800 085 3600

With compliments

Your Armed Forces Pension Scheme Opt In/Out Form dated / / has been received

Name

Address

Service Number