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

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Ministry of Defence

Armed Forces and Reserve Forces Pension Schemes

Commutation Options AFPS15/AFPS05/RFPS

Part A – Your Details

Rank	First Name	Surname (in block capitals)	Service number

Address

Postcode

Telephone number – including Area code

Email Address

Part B - AFPS 05 /RFPS

I wish to make an inverse commutation of a portion of my tax-free lump sum (in multiples of £100) to increase my taxable annual pension or the taxable annual pension for both myself and my dependant. I understand that the scheme actuary will calculate the cost and the lump sum is to be reduced once the exchange is agreed. The decision is not reversible. I also understand that if I make this exchange to increase my spouse's, civil partner's or partner's benefits but he/she dies before me, the exchange will not be reversed

☐ I wish to convert ☐ of my lump sum to increase my annual pension.

☐ £ ☐ of my lump sum to increase my annual pension and that of my dependant

See booklet **MMP/123 (RFPS)** or **MMP/124 (AFPS 05)** or visit the MoD website for more information.

Part C - AFPS 15 – Application to Inversely Commute Total EDP Lump Sum

☐ I wish to Inversely Commute my total EDP Lump Sum into an additional EDP Income Stream and I fully understand that this decision can not be reversed.

Part D – AFPS 15 - Application to Commute Part of Pension

Note: This part should only be completed if you are leaving service with an immediately payable AFPS 15 pension. If you are leaving service with preserved entitlement to an AFPS 15 pension then this option should be made on AFPS Form 8 within 6 months of your pension becoming payable i.e. at State Pension Age.

☐ I want to commute my AFPS15 pension to raise a tax-free lump sum. I understand that I shall raise £12 for every £1 of pension that I give up. The maximum amount I can raise is 25% of the value of my pension.

I want to commute the following:

The maximum allowed ☐ or The following amount £ ☐

Please visit the Ministry of Defence (MOD) website for more information

Part E - 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 F - 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.

I agree

- to refund any sum paid as a result of this claim in the event that an overpayment is made for any reason.

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 G - 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 H - Signature of applicant

Signature

Please sign form in black pen after printing

Date

Fully completed and signed forms should be sent to:
Veterans UK, Pension Team, MP 480, Kentigern House, 65 Brown Street, Glasgow G2 8EX.

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Part I – Acknowledgement

Ministry of Defence

With compliments

Your AFPS Form 9 dated / / has been received

Veterans UK
MP 480
Kentigern House
65 Brown Street
Glasgow G2 8EX
Freephone: 0800 085 3600

Name
Address

Postcode

Service number