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| **Resource Toolkit** | Single Scheme Administration Project (Phase 1)  **Death of a Pensioner Resources** |
| **Resource Name** | Template Statement - Spouse/Civil Partner Benefit Statement |
| **Resource Reference** | SPS.DTH.DOP.TS.01 (Phase 1) |
| **Description** | Spouse / Civil Partner Benefit Statement – Template Statement. This statement may be issued to the Spouse / Civil Partner beneficiary of a Single Scheme pensioner who dies while in receipt of an Annual Pension. |
| **Version** | V1.0 |

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| **PLEASE NOTE:** Administratorsmay accesslegislation, Circulars or Letters to Personnel Officers noted in this Procedure by accessing the Circulars & Legislation Section of the Single Scheme Website at [www.singlepensionscheme.gov.ie/circulars](http://www.singlepensionscheme.ie/circulars) |

**Single Public Service Pension Scheme**

***Survivor Spouse/Civil Partner***

***Pension Benefit Statement***

***(Death of a Pensioner)***

**issued by <<insert Relevant Authority Name>> on <<dd/mm/yyyy>>**

**Part A – Deceased Member Details**

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| **Deceased Pensioner’s Name** |  |
| **Deceased Pensioner’s PPS Number** |  |
| **Deceased’s Date of Birth** | dd/mm/yyyy |
| **Date of Death** | dd/mm/yyyy |
| **Deceased’s**  **Civil Status (at date of death)** | << Married, Civil Partnered, Co-habiting  Separated, Divorced, A former Civil Partner>> |
| **Pension Adjustment Order**  **(issued under the Family Law Acts)1** | <<No OR Yes>> |

**Part B - About your Statement**

**What is the purpose of this Statement?**

This Statement is being issued following the death of the Single Scheme pensioner named in Part A. It provides important information about the Spouse/Civil Partner pension benefit payable to you.

The contents of this statement should be read along with:

* The information contained on the cover letter;
* The enclosed Death of a Pensioner Information Note;
* The Important Notes Section at Part F

**What information does my Statement contain?**

Your Statement contains information on the following:

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| **Part A** | This provides a summary of the deceased pensioner’s details. You should review this now to make sure that it is correct. If any information is not correct, you should make contact with the Pensions Officer (see Part E) as soon as possible because the benefits on your Statement may need to be reviewed. |
| **Part C** | This provides a summary of the information that we hold in respect of you. If any information is not correct, you should make contact with the Pensions Officer (see Part E). |
| **Part D** | This provides a summary of how the benefits payable to the Survivor Spouse/Civil Partner have been calculated. |
| **Part E** | This provides information on how you can obtain further information and how to contact us in the event that you have a query. |
| **Part F** | This provides explanations for some of the information contained on your Statement. |

**Part C – Spouse/Civil Partner Pension Benefit Details:**

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| --- | --- |
| **Your Full Name** |  |
| **Your PPS Number** |  |
| **Your Date of Birth** | dd/mm/yyyy |
| **Your address for correspondence**  **and issue of pension remittance slip** |  |

**Part D – Spouse/Civil Partner Pension Benefit Calculations**

The information below shows how the pension benefit payable to you has been calculated. Your Spouse/Civil Partner Pension benefit amount is a fraction of the annual retirement pension payable to the deceased pensioner at the date of death. Please read the Death of a Pensioner Information Note for more information on how Spouse/Civil Partner Pensions are calculated.

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|  | **Amount earned** |
| **Deceased’s annual retirement pension at death [A]** | €0.00 |
| **Gross Spouse/Civil Partner Annual Pension [A] ÷ 2** | €0.00 |
| **Spouse/Civil Partner Pension**  **Payroll frequency (in arrears)** | <<Weekly / Fortnightly/ Monthly>> |

**Part E – If you have further queries**

You should consult the documentation referred to in Part B of this Statement. If you still have queries, you should contact:

*<<insert full contact details for Deceased’s Pensions Officer>>*

**Part F –Important Notes**

(*Part A)* 1If a Pensions Adjustment Order has been issued by a Family Law Court and applies to the benefits under this Scheme, the benefits noted in this Statement make allowance for this. General information on Pension Adjustment Orders is also available from the Pensions Authority at [www.pensionsauthority.ie](http://www.pensionsauthority.ie)

**Please note:** If your civil status changes or if you cohabit in a relationship with another adult, payment of your Spouse/Civil Partner Pension will cease. In the event that this happens you should contact the person at Part E of this form.

**Disclaimer:** In the event of a dispute that cannot be resolved, the terms of the Public Service Pensions (Single Scheme and Other Provisions) Act 2012 and associated regulations shall apply.