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| --- | --- |
| **Resource Toolkit** | Single Scheme Administration Project (Phase 1)**Cost Neutral Early Retirement Resources** |
| **Resource Name** | Interim Retirement Statement Template |
| **Resource Reference** | SPS.RET.CNER.TS.01 (Phase 1) |
| **Description** | This Statement may be completed and issued to a retiring member in advance of their early retirement. |
| **Version**  | V1.1 |

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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.ie/circulars](http://www.singlepensionscheme.ie/circulars) |

**Single Public Service Pension Scheme**

***Interim Cost Neutral Early Retirement Benefit Statement***

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

**Part A- Personal Information**

|  |  |
| --- | --- |
| **Member Name**  |  |
| **PPS Number**  |  |
| **Date of Birth** | dd/mm/yyyy |
| **Date of Retirement** | dd/mm/yyyy |
| **Type of Retirement** | Cost Neutral Early Retirement |
| **Home Address** |  |
| **Civil Status**  | <<Single, Married, Civil Partnered, Co-Habiting, Separated, Divorced, Widowed, Surviving Civil Partner,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 my Statement?**

Your Statement is being issued in advance of your retirement on the date noted above. It provides you with important information about your entitlements on retirement as a member of the Single Public Service Pension Scheme. It should be read in conjunction with the following documents:

* The information contained on the cover letter;
* The Scheme Leaflet that is available at *www.singlepensionscheme.gov.ie*
* The Important Notes at the end of your Statement.

**What information does my Statement contain?**

Your Statement contains information on the following:

|  |  |
| --- | --- |
| **Part A** | This confirms the personal information that we hold for you. You should review this now to make sure that it is correct. If any information is not correct, you should make contact with your Pensions Officer (see Part H) as soon as possible because the benefits on your Statement may need to be reviewed. |
| **Part C** | This provides details of the retirement benefits that you have earned under the Pension Scheme up to the date of the issue of your Statement and includes the necessary permanent adjustment to your benefits because they are being paid to you early.  |
| **Part D** | This provides details of other benefits that may be payable to your Spouse/Civil Partner or eligible Children, if applicable, on your death in retirement. This is based on the benefits you have earned under the Pension Scheme up to the date of the issue of your Statement. |
| **Part E** | This provides a summary of all of your employments in the public service where you earned Single Scheme benefits that are included in this Statement and where did you not receive a refund of contributions. It is based on the information provided to us in documentation by your former employers. If you think that this information may not be correct, you should contact your Pensions Officer (see Part H) as soon as possible because the benefits on your Statement may need to be reviewed.  |
| **Part F** | This informs you how you can obtain information on other benefits that may be payable to you separately by the Department of Social Protection.  |
| **Part G** | This informs you that there may be an impact on the payment of your pension if you take up paid employment in the Irish Public Service after your retirement. |
| **Part H** | This provides information on how you can obtain further information and how to contact your Pensions Officer in the event of that you have a query about your Statement. |
| **Part I** | This provides explanations for some of the information contained on your Statement. It is very important that you read and understand this section as it contains key information in relation to your benefits under the Scheme. |

**Part C – Your Retirement Benefits**

Each time you paid contributions into the Single Scheme, you earned amounts based on your pensionable pay towards your retirement benefits. Your retirement benefits consist of a once-off lump sum and an annual retirement pension. The amounts that you paid into the Scheme in earlier years have been adjusted to take account of any inflation since they were first earned and also allow for the early payment of your benefits. You can find further details of how your retirement benefits are calculated in your Scheme Leaflet.

In the table below, you will find a summary of the retirement benefits that you have earned under this Scheme *to the date of issue of this Statement*. All amounts that you have earned under all Single Scheme employments, for which you did not receive a refund of contributions, are included in this Statement (see also Part E). The table shows the gross annual retirement pension and once-off lump sum earned and the actuarial reduction factors applied.

**Lump Sum Benefit**

|  |  |
| --- | --- |
| Lump Sum Amount (once-off) **[A]** |  |
| Lump sum early retirement factor **[B]** | % |
| **Reduced Lump Sum Amount payable (once-off) [A] x [B]**  |  |

**Pension Benefit**

|  |  |
| --- | --- |
| Pension Amount (Gross) **[A]** |  |
| Pension early retirement factor **[B]** | % |
| **Reduced Pension Amount (Gross)2 [A] x [B]**  |  |
| **Pension Payroll frequency (in arrears)** | <<Weekly / Fortnightly/ Monthly>> |
| **Expected first payment date of pension**  | dd/mm/yyyy |

**IMPORTANT:** Your Statement is an *Interim* Retirement Benefit Statement. Your final retirement benefits cannot be confirmed until you have received your final salary payment. You will continue to earn additional benefits under the Scheme based on your pensionable earnings between the date of issue of this Statement and the date of your retirement. A Final Retirement Benefit Statement will issue to you shortly after your retirement.

**Part D - Other benefits that may be payable after retirement**

In addition to your retirement benefits, other benefits may be payable to a spouse/civil partner and/or any eligible children following your death after your retirement. These pension amounts, if they are payable based on eligibility criteria, will be based on the amount of your pension at the time of your death. Based on the interim retirement benefits noted in Part C of your Statement, these benefits would be as follows:

|  |  |
| --- | --- |
| **Death-in-Retirement Spouse/Civil Partner’s Pension (annual)**  |  |
| **Death-in-Retirement Children’s Pension3 (annual)** |  |

Details on how these benefits are calculated are set-out in the Scheme Leaflet.

The definition of an eligible “child” is available in Part I (Important Notes Section) of your Statement.

**Part E – What Single Scheme employments have been taken into account?**

The table below shows all retirement amounts earned by you across all Single Scheme public service employments to the date of issue of this statement (where Single Scheme contributions were not refunded back to you).

|  |  |  |
| --- | --- | --- |
| **Single Scheme Employer** | **Period of Single Public Service Pension Scheme Membership\*** | **Accrual category** |
| **From**  | **To** |
| Current Employer | <<dd/mm/yyyy>> | <<Date of Statement or DOLS if earlier>> | <<Standard, Uniformed>> |
| <<Insert Former Employer Name>> | <<dd/mm/yyyy>> | <<dd/mm/yyyy>> | <<Standard, Uniformed>> |
| <<Insert Former Employer Name>> | <<dd/mm/yyyy>> | <<dd/mm/yyyy>> | <<Standard, Uniformed>> |

*(\* These dates may include periods of unpaid leave with an employer during which time you were not eligible to earn benefits under the Scheme)*

The information above has been provided to us in documents completed by your former employers.

If you think that any of this information may not be correct, you should contact your Pensions Officer (see Part H) as soon as possible because the benefits on your Statement may need to be reviewed.

**Part F –State Pension Entitlements**

You may, in the future, potentially be entitled to receive the Contributory State Pension that would be separately payable to you directly by the Department of Social Protection. It is payable on reaching a minimum qualifying age set by the Department of Social Protection. The minimum age is currently 66 years of age.

You may also qualify for other benefits in the interim. Your employer cannot provide you with information on your Social Welfare entitlements. Further information on Social Welfare entitlements, including details on the eligibility criteria, can be obtained from the Department of Social Protection by telephone at LoCall 1890 500 000 or via their website at *www.welfare.ie*

**Part G –Re-employment in the Irish Public Service after your retirement**

The level of the pension payable to you under this Scheme may be affected if you decide to take up paid employment anywhere in the Irish Public Service after your retirement.

Depending on the salary applying to such employment after retirement, your pension may be required, by law, to be reduced to reflect other Public Service earnings. This is called Pensions Abatement.

If you are re-employed in the public service in any paid capacity, it is important that you contact us (in writing) and provide us with details of this new position. We will then work with you, and your new employer if needed, to decide if your Scheme pension must be reduced for as long as you are in receipt of a Public Service salary after your retirement.

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

You should consult the documentation referred to in Part B of your Statement. If you still have queries, you should contact your employer’s Pensions Officer:

*<<insert full contact details for Employer Pensions Officer>>*

**Part I –Important Notes**

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

*(Part C)* **2** This is the initial gross annual pension amount that is payable. Pensions are treated as earned income for “tax purposes” and will be subject to all statutory deductions. Subject to the consent of the Minister for Public Expenditure & Reform, pensions in payment may be increased annually in line with inflation (based on the Consumer Price Index).

*(Part D)* **3** *Eligible Child* means a child or step-child or lawfully adopted child of a deceased member, where the child—

1. has not reached the age of 16 years,
2. has reached the age of 16 years but has not reached the age of 22 years and—
	* 1. is receiving full-time educational or vocational instruction, or
		2. is undergoing full-time instruction or training by any person for any vocation, profession or trade, or
3. is permanently incapacitated by reason of mental or physical infirmity from maintaining himself or herself and who, when his or her permanent incapacity first occurred, was a person to whom paragraph (a) or (b) related

The Children’s Pension amount noted on your Statement is for the joint benefit of all eligible children and assumes you are also survived by a Spouse/Civil Partner at the time of your death.

**Disclaimer:** This statement has been carefully prepared by your employer. In the event of a dispute that cannot be resolved with your employer, the terms of the Public Service Pensions (Single Scheme and Other Provisions) Act 2012 and associated regulations shall apply.