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| **Resource Toolkit** | Single Scheme Administration Project (Phase 1)  **Retirement Resources** |
| **Resource Name** | Member Retirement Acknowledgement Form Template |
| **Resource Reference** | SPS.RET.U.TF.04 (Phase 1) |
| **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.ie/circulars](http://www.singlepensionscheme.ie/circulars) |

**CONFIDENTIAL**

***Single Public Service Pension Scheme***

**Member Retirement Acknowledgement Form**

**From:** <<Title>><<Forename>><<Surname>> **PPSN:** <<PPSN>>

**To:** <<Relevant Authority, Address 1, Address 2, Address 3, Address 4. >>

* I acknowledge receipt of correspondence dated <<dd/mm/yyyy>> enclosing my Interim Retirement Benefit Statement for the Single Public Service Pension Scheme for my retirement on <<dd/mm/yyyy>>.
* I confirm that the Personal Details on my Interim Retirement Benefit Statement are correct *(Please note, in the event that these details are incorrect, you should* ***not*** *return this form. Instead, you should make contact with us immediately as your benefits may need to be reviewed).*
* Other than the retained pension benefits that I informed you of on my Retirement Options Request Form, I re-confirm that I hold no other benefits under any other pension arrangement. I will notify you if this position changes before my retirement.
* I re-confirm that I have not availed of a Tax Free Lump Sum under any pension arrangement since 07 December 2005. I undertake to notify you if this position changes before my retirement.
* I re-confirm that I have informed you of any existing or impending Pensions Adjustment Order that may affect my benefits. I undertake to notify you if this position changes before my retirement
* I understand that I am required to inform you in writing in the event that I take up paid employment subsequent to my retirement in the Irish Public or Civil Service and that my pension under this scheme may be reduced or abated.

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| After my retirement, I request that you arrange for the payment of my benefits under the Single Public Service Pension Scheme to the account noted on my Payment Mandate Form.  I note that my benefits will not be finalised until my final payroll has been processed and that an adjustment may be required after the date of my first pension payment. I note that a Final Retirement Statement will be sent to me shortly after my retirement. |
| Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dated: \_\_\_/\_\_\_\_/\_\_\_\_\_  Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |