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| **Resource Toolkit** | Single Scheme Administration Project (Phase 1)**Normal Retirement Resources** |
| **Resource Name** | Interim Retirement Statement – Template Cover Letter to member |
| **Resource Reference** | SPS.RET.NR.TL.01 (Phase 1) |
| **Description** | This letter may be used to send the Interim Retirement Benefit Statement to a member prior to their retirement |
| **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) |

**Strictly Private & Confidential**

<<Title>> <<Forename>> <<Surname>>

<<Home Address 1>>

<<Home Address 2>>

<<Home Address 3 >>

dd/mm/yyyy

**Re: Single Public Service Pension Scheme**

**Interim Retirement Benefit Notification**

**Date of Retirement - <<dd/mm/yyyy>>**

Dear <<Title>> <<Surname>>

I am writing to provide you with an indication of the benefits payable to you under the Single Public Service Pension Scheme based on your retirement on the above date.

In this letter, I will also set out details of our retirement process and what is needed to pay your benefits to you at the time of your retirement.

**Retirement Benefit Statement**

Please find enclosed an Interim Retirement Benefit Statement that provides an illustration of the benefits payable to you under this Scheme. It is important that you note the following:

* You should read the enclosed Statement along with the Scheme Leaflet that you can access at *www.singlepensionscheme.gov.ie*
* This is an interim Retirement Benefit Statement based on the benefits that you have earned up to the date of issue of this letter. As you earn retirement benefits in each period that you receive pensionable remuneration, your final retirement benefits cannot be confirmed until you have retired and received your final salary payment. Additional benefits will be added to the amounts included on the enclosed Statement if you are in receipt of pensionable remuneration between the date of issue of this letter and the date of your retirement. *You will be issued with a Final Retirement Benefit Statement shortly after your retirement*.
* Your Statement has been carefully prepared based on the information that you have provided on your Retirement Options Request Form and any subsequent documentation received. It assumes that there has been no change to the information you have provided to us previously on your Retirement Options Request Form. If this is no longer the case, you should make prompt contact with me as this may affect your benefits.
* You should carefully review the enclosed Statement for accuracy, particularly in relation to your Personal Details. If you feel that any of the information is incorrect on your Statement, you should make prompt contact with me as this may affect your benefits.

**Documentation required in advance of your retirement**

To allow us to progress the payment of your benefits in advance of your retirement, we need you to complete and return the following documents:

* Member Retirement Acknowledgement Form;
* Bank Mandate Form with details of your Bank Account that we should pay your retirement benefits to
* <<other document>>
* <<other document>>

To ensure that you benefits are paid promptly at the time of your retirement, these documents should be returned to me no later than <<dd/mm/yyyy>>.

**Payment of your retirement benefits**

Your lump sum will be paid to you as soon as possible after the date of your retirement.

All pensions are treated as “earned income” for tax purposes. The pension amounts noted on the enclosed Statement are the amounts before tax and any other deductions that we must, by law, make from your pension.

Your pension is payable to you in arrears. On your Statement, you will find details of the following in relation to your pension:

* The payment frequency of your pension i.e. weekly/fortnightly/monthly
* The date you can expect to receive your first pension instalment.

While we will try to ensure that your first pension payment is as accurate as possible, an adjustment may be required in a subsequent payroll after your first pension instalment is paid to you. This is because we may not know the final level of your benefits until after your final salary payment is processed.

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

In advance of your retirement, I must inform you of important legislation that may impact on your Scheme pension 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. You will receive a prompt acknowledgement of any correspondence to us on receipt. Please be aware that the onus is on you to ensure that you receive this acknowledgement from us.

**Documentation required after your retirement**

Each year, we are required to send a Pensioner Declaration Form to beneficiaries in receipt of a Scheme pension. The purpose of the Pensioner Declaration Form is to confirm that you are entitled to continue to receive your pension and that you have not engaged in paid employment after retirement elsewhere in the Public Service that may affect the rate of your Scheme Pension. It is a condition of receiving your pension that you complete and return a Pensioner Declaration Form annually. Your pension may be suspended in the event that a completed Declaration Form is not returned within the timeframe advised.

If you have any queries following your review of this correspondence, please make contact with me. My details are below:

<<Pension Administrator’s contact details e.g. phone & email >>

I look forward to hearing from you.

Yours sincerely

**<<Pension Administrator’s Name>>**

**<<Pension Administrator’s Department**