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| **Resource Toolkit** | Single Scheme Administration Project (Phase 1)  **Retirement Resources** |
| **Resource Name** | Member Cover Letter – Issue of Retained Single Scheme Benefits Verification Form |
| **Resource Reference** | SPS.RET.U.TL.01 (Phase 1) |
| **Version** | V1.0 |

**Strictly Private & Confidential**

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

<<Home Address 1>>

<<Home Address 2>>

<<Home Address 3 >>

dd/mm/yyyy

**Re: Single Public Service Pension Scheme**

**Confirmation of prior pensionable Single Scheme employment(s)**

Dear <Title> <Surname>

Following a review of documentation that you have recently provided to us in relation to your request for Retirement Options, we have noted that you were previously employed by another public service body to which the terms of the Single Scheme may have applied.

***Verification of Single Scheme retained benefits from earlier employment(s)***

As we are your final employer before your retirement, we are responsible for paying out all of your Single Scheme benefits, irrespective of which part of the public service your Single Scheme benefits were built up in.

We need to obtain verification from your former public service employer that you do not hold benefits under the Single Scheme from your earlier employments. To do this, we have enclosed a Benefit Verification Form.

***What should I do with the enclosed Benefit Verification Form(s)?***

You should carefully complete Section A and then send the Form to your former employer asking that they complete and return it to you. You may need to follow up with a reminder until you receive a response.

A separate form must be completed for **each** employer.

***What should I do when I receive my completed Benefit Verification Form(s)?***

Once you have received your completed Benefit Verification Form(s), please forward the original(s) to me at the address below for review.

<<Pension Administrator’s contact details>

Yours sincerely

**<<Pension Administrator’s Name>>**