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| **Resource Toolkit** | Single Scheme Administration Project (Phase 1)  **Death-in-Service Resources** |
| **Resource Name** | Template Letter – Spouse/Civil Partner Pension Benefit Statement Cover Letter |
| **Resource Reference** | SPS.DTH.DIS.TL.07 (Phase 1) |
| **Description** | This letter may be used to send the Pension Benefit Statement to an eligible Spouse/Civil partner |
| **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) |

**Strictly Private & Confidential**

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

<<Home Address 1>>

<<Home Address 2>>

<<Home Address 3 >>

dd/mm/yyyy

**Re: Single Public Service Pension Scheme**

**Member: <<Member name>> (Deceased)**

**Your entitlement to a Spouse/Civil Partner Pension Benefit**

Dear <<Title>> <<Surname>>

I am writing to confirm that you are eligible to receive a Spouse/Civil Partner Pension benefit under the Single Public Service Pension Scheme.

**Final Spouse/Civil Partner Pension Benefit Statement**

I have enclosed a Spouse/Civil Partner Pension Benefit Statement that confirms the annual gross Spouse/Civil Partner Pension amount payable to you.

It should be read along with the enclosed Death-in-Service Benefits Information Note. If you feel that any of the information is incorrect on your Statement, you should make prompt contact with me as this may affect the benefit amount payable.

**Documentation required to set-up your pension**

There being no outstanding claims requirements, I confirm that I am now in a position to issue final documentation to you.

I have enclosed the following documents that you should complete and return to me at your earliest convenience:

* Surviving Spouse/Civil Partner Pension Benefit Form
* Bank Payment Mandate Form

On receipt of completed documentation, I will be in a position to set-up your pension and confirm your first payment date to you.

If you have any queries, please contact me by telephone on <<insert Pension Administrator’s Phone Number>> or by e-mail <<insert Pensions Administrator’s Email Address>>.

Yours sincerely

**<<Pension Administrator’s Name>>**

**<<Pension Administrator’s Department**