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| **Resource Toolkit** | Single Scheme Administration Project (Phase 1)**Death-in-Service Resources** |
| **Resource Name** | Template Letter - Payment Notification Letter to Spouse/Civil Partner  |
| **Resource Reference** | SPS.DTH.DIS.TL.08 (Phase 1) |
| **Description** | This letter may be used to confirm payment of pension benefit to the Spouse/Civil Partner of a deceased member  |
| **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.gov.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)**

**Set-up of your Pension**

Dear <<Title>> <<Surname>>

I acknowledge receipt of your completed Spouse/Civil Partner Pension Benefit Form and Bank Payment Mandate Form.

**Payment of your Spouse/Civil Partner Pension**

Arrangements have now been made to set-up your pension. Your pension will be paid to the account nominated on your Bank Payment Mandate Form along with any arrears due.

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| **Spouse/Civil Partner Pension****Commencement Date**  | <<Day after deceased member’s date of death>> |
| **Spouse/Civil Partner Gross Annual Pension Amount**  | € |
| **Spouse/Civil Partner Pension****Arrears Amount due**  | € |
| **Expected first payment date**  |  |
| **Payroll frequency**  | <<weekly>><<fortnightly>><<monthly>> |

You should note that pensions are treated as “earned income” for tax purposes. The pension amounts notified to you are the amounts before tax and any other deductions that we must, by law, make from your pension. Please note that your pension is payable to you in arrears.

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).

**Pensioner Declaration**

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. 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.

**Future changes to your address or bank account**

If you wish to notify changes to your correspondence address or the bank account to which your pension is paid you should contact:

<<Payroll contact details e.g. phone & email >>

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**