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| **Resource Toolkit** | Single Scheme Administration Project (Phase 1)  **Annual Administration Events** |
| **Resource Name** | Annual Benefit Statement Template |
| **Resource Reference** | SPS.ANN.ABS.TS.01 |
| **Description** | A suggested Annual Benefit Statement template for issue to active members within 6 months of the end of each Scheme Year. |
| **Version** | V1.03 |
| **Version Comments** | Template updated for   * new Scheme Year 2020 * to reflect the introduction of **Circular 15 of 2019** “*Purchase and Transfer of Retirement Benefits under the Single Public Service Pension Scheme*” * some text changes for additional clarity |

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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 <https://singlepensionscheme.gov.ie/circulars>  **IMPORTANT:**   * **This template should be updated by administrators as appropriate for future tax years.** |

**Single Public Service Pension Scheme   
*Annual Benefit Statement at 31 December 2019*issued by <<insert Relevant Authority Name>> on <<insert date of issue>>**

**Part A - Personal Information**

|  |  |
| --- | --- |
| **Member Name** |  |
| **PPS Number** |  |
| **Start date of Single Scheme membership in this employment** | dd/mm/yyyy |
| **Date of Birth** | dd/mm/yyyy |
| **Normal Retirement Date** | dd/mm/yyyy |
| **Home Address** |  |
| **Civil Status** | <<Single, Married, Civil Partnered,  Co-Habiting, Separated, Divorced, Widowed, Surviving Civil Partner,  A former Civil Partner>> |
| **Pensions Adjustment Order  (granted under the Family Law Acts) 1** | <<No OR Yes>> |
| **Membership Category** | Select from dropdown |

**Part B - About your Statement**

**What is the purpose of my Annual Benefit Statement?**

Your Annual Benefit Statement is an important document. It shows the benefits that you have earned under the Single Public Service Pension Scheme up to 31 December in this employment. It also confirms the regular contributions that you have paid during this employment up to 31 December last, as well as:

* any extra contributions you may have paid into the Scheme from your own resources up to 31 December last during this employment to purchase additional benefits under the Scheme in accordance with DPER Circular 15 of 2019; and/or
* any Transfer Value accepted and paid into the Scheme up to 31 December last during this employment from an external pensions arrangement in accordance with DPER Circular 15 of 2019.

Benefits you earn or contributions paid into the Scheme after 31 December last will appear in next year’s Annual Benefit Statement.

Your Statement also provides you with an opportunity to check the personal information that we have on record for you. It should be read in conjunction with the following documents:

* the **Scheme Booklet** and **“At-A-Glance” guides** available at w*ww.singlepensionscheme.gov.ie*
* the Important Notes at the end of this Statement

**What information does my Statement contain?**

Your Statement contains information on the following:

|  |  |
| --- | --- |
| **Part A** | This confirms the personal information that we hold for you. You should review this now to make sure that it is correct.  If any information is not correct, you should make contact with your Pensions Officer *(see Part H)* as soon as possible because the benefits on your Statement may need to be reviewed. |
| **Part C** | This provides a summary “snapshot” of contributions paid and your benefits earned during **this employment** as a member of the scheme at **31 December last** and confirms:   * **total contributions** that you have paid up to 31 December last, including summary details of any lump sum amounts or Transfer Values from external pension arrangements that have been paid into the Scheme; * **total retirement benefit amounts**, termed *“referable amounts*,” that you have earned or purchased up to 31 December last. |
| **Part D** | This provides a more detailed breakdown of the contributions paid and the retirement benefits that you have earned and/or purchased **up to 31 December last** under the Scheme in this employment. |
| **Part E** | This provides information on benefits that may be payable if you die in service. |
| **Part F** | This informs you that you may have a separate potential entitlement in the future to the Contributory State Pension and explains how you can find out more about this entitlement. |
| **Part G** | This provides information on how you may be eligible to secure additional benefits under this Scheme. |
| **Part H** | This provides information on how you can obtain further information and how to contact your Pensions Officer in the event that you have a query about your Statement. |
| **Part I** | This provides explanations for some of the information contained on your Statement. It is very important that you read and understand this section as it contains key information in relation to your benefits under the Scheme. |

**Part C – Summary of all Contributions paid and Benefits Earned to the end of last year**

Retirement benefits consist of a once-off lump sum and an annual retirement pension. Each time you pay contributions into the Single Scheme, you earn amounts based on your pensionable pay towards your potential retirement benefits**2**. In addition, any extra contributions that may be paid into the Scheme *(see Part G)*, will increase your potential retirement benefits under the Scheme.

The table below provides a summary “snapshot” at **31 December last** of the total contributions paid (including any extra lump sums or Transfer Values received) and retirement benefits earned by you in this employment.

|  |  |
| --- | --- |
| **Summary of your Single Scheme Contributions**  **in this employment to the end of last year** | |
| **Total contributions** | €0.00 |
| **Summary of your total Retirement Benefit Amounts**  **in this employment to the end of last year** | |
| **Once-Off Retirement Lump Sum** | €0.00 |
| **Annual Retirement Pension** | €0.00 |

The amounts that you earned under the Scheme *in this employment* in earlier years, if applicable, have been increased to take account of inflation. Contributions paid (including any extra lump sums or Transfer Values received) and benefits earned after 31 December last will be included in next year’s Annual Benefit Statement.

**IMPORTANT:**

* **You will only have a future entitlement to benefits if you pay contributions to the Scheme for at least 2 years (*see Part I*).**
* Retirement Benefit amounts earned in earlier tax years have been increased to take inflation into account. These may be further increased to take account of any future increases in inflation. You can find further details of how your contributions and retirement benefits are calculated in your Scheme Booklet.

**Part D – Breakdown of Contributions paid and Benefits Earned to the end of last year**

The table below provides a more detailed breakdown of the contributions paid and the retirement benefits**2** earned by you under the Scheme during your employment with us up to **31 December last**:

* in the last calendar year
* in earlier calendar years (if applicable)

If, in this period of employment, you have repaid pension contributions that were previously refunded to you in earlier Single Scheme employments, these amounts and the corresponding benefits restored are also included.

|  |  |  |  |
| --- | --- | --- | --- |
| **Breakdown of all contributions during this employment to the end of last year:** | | | |
|  | **In 2019** | **Before 2019** | **Total** |
| Your regular contributions | €0.00 | €0.00 | €0.00 |
| Refunded contributions repaid during this employment | €0.00 | €0.00 | €0.00 |
| Extra contributions paid by lump sum(s) from your own resources | €0.00 | N/A | €0.00 |
| Transfer Value(s) received from external pension arrangement(s) | €0.00 | N/A | €0.00 |
| **Total** | €0.00 | €0.00 | **€0.00** |
| **Referable Amounts earned towards your *once-off retirement lump sum* at the end of last year:** | | | |
|  | **In 2019** | **Before 2019** *(Adjusted)****3*** | **Total** |
| Earned in respect of this employment only | €0.00 | €0.00 | €0.00 |
| Once-off lump-sum benefit restored where contributions repaid | €0.00 | €0.00 | €0.00 |
| Extra contributions paid by lump sum(s) from your own resources | €0.00 | N/A | €0.00 |
| Transfer Value(s) received from external pension arrangement(s) | €0.00 | N/A | €0.00 |
| **Total Retirement Lump Sum2** | €0.00 | €0.00 | **€0.00** |
| **Referable Amounts earned towards your *annual retirement pension* at the end of last year:** | | | |
|  | **In 2019** | **Before 2019** *(Adjusted)****3*** | **Total** |
| Earned in respect of this employment only | €0.00 | €0.00 | €0.00 |
| Annual pension benefit restored where contributions repaid | €0.00 | €0.00 | €0.00 |
| Extra contributions paid by lump sum(s) from your own resources | €0.00 | N/A | €0.00 |
| Transfer Value(s) received from external pension arrangement(s) | €0.00 | N/A | €0.00 |
| **Total Retirement Pension2** | €0.00 | €0.00 | **€0.00** |

**IMPORTANT:**

* **You will only have a future entitlement to benefits if you pay contributions to the Scheme for at least 24 months (*see Part I*).**
* Retirement Benefit amounts earned in earlier tax years have been increased to take inflation into account. These may be further increased to take account of any future increases in inflation. You can find further details of how your contributions and retirement benefits are calculated in your Scheme Booklet.

**Part E – Benefits payable in the event of your death in service**

If you die while serving as a member of the Scheme, the following death in service benefits may be payable:

|  |  |
| --- | --- |
| **Death Gratuity** | This is equal to the value of two times your pensionable pay in the year before your death and is payable to your Legal Personal Representative.   You should note that the Death Gratuity may be reduced if you have a separate entitlement to a lump sum under any other public service pension scheme. |
| **Survivor’s Pension and/or Children’s Pension 4** | If you have completed two years as a member of the scheme at the time of your death, in addition to the payment of a Death Gratuity, your Spouse/Civil Partner may be entitled to the payment of a Survivor’s Pension. This is usually half the value of your pension benefit at the date of your death.  A Child’s Pension may also be payable to an eligible child as defined in the Important Notes at *Part H* of your Statement. |

Further information on death in service benefits is available in your Scheme Booklet, at *www.singlepensionscheme.gov.ie* or from your employer’s Pensions Officer (*see Part H*)

**Part F –State Pension Entitlements**

You may potentially be entitled to receive the Contributory State Pension that would be separately payable to you directly by the Department of Employment Affairs and Social Protection. At 31 December 2019 the maximum rate for a single person is €248.30 per week (€12,956.29 per annum). Your employer cannot provide you with information on your State Pension entitlements. Further information on State Pension entitlements, including details on the eligibility criteria, can be obtained from the Department of Employment Affairs and Social Protection by telephone at LoCall 1890 500 000 or via their website at *www.welfare.ie*

**Part G – Increasing your benefits under this Scheme**

With effect from 1 October 2019, a facility was introduced under the Scheme to permit eligible members to:

* use funds from their own resources to purchase extra benefits under this Scheme; *and/or*
* direct payment of a Transfer Value into the Scheme from an eligible external pension arrangement

Full details are set out in **DPER Circular 15 of 2019**, a copy of which is available at *www.singleschemequeries.gov.ie/circulars* or from your employer’s Pensions Officer *(see Part H).* All queries in relation to this facility, including queries regarding eligibility or illustrative quotations, should be directed to your employer’s Pensions Officer *(see Part H)*.

Please note that public service pensions administrators cannot provide you with financial advice. You are strongly encouraged to seek independent financial advice before entering into a contract for the purchase or transfer of benefits under this facility, noting in particular that other financial options may be available to you outside of this Scheme to increase your retirement income. Ultimately, any decision to enter into a contract for the purchase of additional benefits under this facility is a decision for you with no attaching liability on the part of your employer and/or the Minister for Public Expenditure & Reform.

**Part H –If you have further queries**

You should consult the documentation referred to in *Part B* of your Statement. If you still have queries, you should contact your employer’s Pensions Officer:

*<<insert full contact details for former Employer’s Pensions Officer>>*

**Part I –Important Notes**

(*Part A)* **1** If a Pensions Adjustment Order has been issued by a Family Law Court and applies to your benefits under this Scheme, the benefits noted in this Statement make allowance for this. Further information on your Pensions Adjustment Order can be obtained from your legal advisor. General information on Pension Adjustment Orders is also available from the Pensions Authority at www.pensionsauthority.ie

*(Parts C & D)* **2** In order to be entitled to a long-term retirement benefit, members must have paid contributions into the Scheme for a combined period exceeding 24 months (2 years) in order to be entitled to a benefit at retirement age. This is called the Vesting Period.

*(Part D)* **3** Annual retirement pension and once-off lump sum referable amounts are increased where the Department of Public Expenditure & Reform notifies public service bodies that there has been an increase in the Consumer Price Index (inflation) for a given scheme year. This also applies to additional annual retirement pension and once-off lump sum referable amounts purchased by you from your own resources and/or by Transfer Value from an external, Revenue approved pension benefit(s).

(*Part E)* **4** *Eligible Child* means a child or step-child or lawfully adopted child of a deceased member, where the child—

1. has not reached the age of 16 years,
2. has reached the age of 16 years but has not reached the age of 22 years and—
   * 1. is receiving full-time educational or vocational instruction, or
     2. is undergoing full-time instruction or training by any person for any vocation, profession or trade, or
3. is permanently incapacitated by reason of mental or physical infirmity from maintaining himself or herself and who, when his or her permanent incapacity first occurred, was a person to whom paragraph (a) or (b) related

* If you were in two public service posts *at the same time* during the period covered by this Statement, you should note that it has not been adjusted to allow for the overlapping of your employments. The scheme rules require that the benefits arising from such overlapping employments are adjusted so that your benefits are based on the equivalent of one full-time employment. If this applies to you, you should disregard this Statement and make contact with us to allow the position to be reviewed.
* If you are concerned that any contributions deducted from you have not been paid to the Scheme, you should contact your employer’s Pensions Officer in the first instance (*see Part H*). If you still have concerns, you should contact your Personnel Officer/Director of Human Resources who can advise you further and provide guidance. If you feel those concerns you have raised continue to be unresolved you should contact The Pensions Authority.
* Further information on the calculation of your benefits is available at *www.singlepensionscheme.gov.ie*

**Disclaimer:** This statement has been carefully prepared by your employer based on the information available at the time. It is not a contractual document and gives no right to benefit. In the event of a dispute that cannot be resolved with your employer, the terms of the Public Service Pensions (Single Scheme and Other Provisions) Act 2012 and associated regulations shall apply.

**This is an important document that you should keep safe for future reference**