



Single Public Service Pension Scheme

Referable Amount Transfer Expression of Interest Form Department of Education and Skills

Purpose:

The purpose of this form is to formally confirm your interest in seeking a cost quotation to purchase additional retirement benefits by way of a transfer value provided by an external Revenue approved pension benefit under the regulations providing for the Single Scheme transfer facility.

Scheme members should pay particular attention to the eligibility criteria set out at **Section B** below.

Important

Please note if, prior to taking up pensionable employment with the Department of Education and Skills, you were employed in a pensionable Single Scheme capacity with another Relevant Authority you must arrange for a "*Verification for Purchase – Retained Single Scheme Benefits from Prior Employments*" form to be completed by **each** former employer in order to provide you with an accurate purchase cost quotation.

Transfers of benefits into the Single Public Service Pension Scheme are permitted from certain Revenue approved benefits, listed at Paragraph 5 of [Circular 15 of 2019](#).

- 1.** Where an external pension benefit can have a transfer value assigned to it, the value is used to purchase additional retirement benefits in the Single Scheme (called referable amounts) as specified by you.
- 2.** Where a transfer value exceeds the cost of purchasing the calculated maximum amount of pension/lump sum referable amount limits permitted, **the excess transfer value is forgone** in line with the provisions of the facility.
- 3.** All transfer values relating to a previous pensionable employment, PRSA or BoB/PRB must be transferred in. Split transfers are not permitted.
- 4.** If there is currently a Pensions Adjustment Order in place on any of your benefits, this may impact the calculation.
- 5.** Please note that transfers of external benefits, once finalised, are irrevocable.



*You should always seek **independent financial advice** prior to formally transferring external pension benefits into the Single Scheme. An independent financial advisor may also be able to provide guidance on other means of increasing your final retirement benefits. Your Relevant Authority employer is not permitted to provide you with independent financial advice.*

Data Protection Notice

The main purpose for which the Department requires the personal data provided by you is establish whether or not you have funds in an approved Revenue retirement scheme or PRSA in order to transfer such funds by way of purchase of referable amounts under the Single Pension Scheme to achieve the maximum pension entitlement.

The personal data provided may be exchanged with other public sector pension administrators / other pension regulatory bodies, where necessary, the Revenue Commissioners, the Department of Employment Affairs and Social Protection as required by law; and any other Government Department including the Department of Public Expenditure & Reform.

The privacy notice outlining further information in relation to this form can be found at

<https://www.education.ie/en/Education-Staff/Services/Retirement-Pensions/Teaching-Staff/data-protection/data-protection-and-your-pension.html>

Full details of the Department's data protection policy setting out how we will use your personal data as well as information regarding your rights as a data subject are available at <https://www.education.ie/en/The-Department/Data-Protection>.

Details of this policy and privacy notice are also available in hard copy from the address below upon request.



SECTION B. ELIGIBILITY CRITERIA

Members **must** meet the eligibility criteria listed below in order to receive a quotation. The criteria listed are not exhaustive and meeting them does not confirm eligibility to avail of the Single Scheme transfer facility. You **must**, at a minimum, satisfy all of the requirements listed at 1-2 below. Please read the items below carefully and, if you are satisfied you meet the eligibility criteria, you should fully complete the declaration below.

If you do not satisfy one or more of the eligibility criteria listed you are not eligible to receive a cost quotation to purchase additional Single Scheme retirement benefits by way of a transfer value at this time.

If you are unsure of your status in respect of any of the eligibility items listed, please refer to **Section D** of this form where you will find contact details for your Pensions Officer who will be able to assist you further.

I declare that:

1. I am currently an active member of the Single Scheme (*i.e.* I am currently employed under a pensionable contract of employment with a designated Single Scheme Relevant Authority);
2. At the time of making this application I have the capacity to complete the Single Scheme 24-month vesting period and become a vested member of the Single Scheme prior to reaching my Normal Retirement Age¹.

Print Name:

Member signature:

Date: ___ / ___ / ____ (DD/MM/YYYY)



SECTION C. TRANSFERRING SCHEME – CONTACT DETAILS	
Name and Contact Address for Administrator/Trustee of external pension benefit	
Contact Phone Number	
Contact Email	
TRANSFERRING SCHEME – MEMBER DETAILS	
Scheme Name	
Ref/Policy Number	
Pensions Authority Number	
Revenue Reference Number	
Transfer Value <i>(this should be no more than 3 months old)</i>	€
<i>Type of Pension Arrangement (please tick)</i> <input type="checkbox"/> a retirement benefit scheme approved by the Revenue Commissioners in accordance with Chapter 1 of Part 30 of the Taxes Consolidation Act 1997, other than a pre-existing public service pension scheme;	



- a Buy-out-Bond (BoB)/Personal Retirement Bond (PRB) approved by Revenue for the purposes of Chapter 1 Part 30 of the Taxes Consolidation Act 1997;
- a Personal Retirement Savings Account (PRSA), including an Additional Voluntary Contribution (AVC) PRSA, approved by the Revenue Commissioners in accordance with Chapter 2A of Part 30 of the Taxes Consolidation Act 1997;
- a Revenue approved overseas pension scheme in accordance with Chapter 1 of Part 30 of the Taxes Consolidation Act 1997;
- pension benefit as provided for by Section 18(a) of the 2012 Act, in respect of service in the European Commission, European Council, European Parliament, European Court of Auditors, European Economic and Social Committee or Eurocontrol.

Please note that transfers into the Single Scheme cannot be accepted from the UK as the Single Public Service Pension Scheme is not a Qualifying Recognised Overseas Pension Scheme (QROPS) with HM Revenue and Customs.

MEMBER AUTHORISATION

I hereby authorise _____

(transferring body) to provide information on those benefits held by me and indicated in **Section C** of this form to the Department of Education and Skills as required and to facilitate the potential transfer of these benefits into the Single Public Service Pension Scheme.

Print Name:

Signature:

Date: ___ / ___ / ____ (DD/MM/YYYY)



Important:

Please note that the Single Public Service Pension Scheme is a statutory scheme and does not require Revenue approval. The Single Public Service Pension Scheme is registered with The Pensions Authority (Registration No. PB275244).

SECTION D: FURTHER QUERIES

If you have any queries on your eligibility to avail of the Single Scheme purchase facility please contact: Transfer of SPS Benefits Section, Pension Unit, Department of Education and Skills, Cornamaddy, Athlone, Co. Westmeath. Email: singlepensionscheme@education.gov.ie.
Phone: 090 648 4189 (between 14:30-16:00 Mon to Fri).

IMPORTANT NOTES : (*Section B*)

¹For standard grades, the minimum retirement age can be checked with reference to the member's date of birth:

- *Born between 1st January 1949 and 31st December 1954 inclusive:
age 66*
 - *Born between 1st January 1955 and 31st December 1960 inclusive:
age 67*
 - *Born on or after 1st of January 1961:
age 68*
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- If there is a Pensions Adjustment Order in place in respect of your Single Scheme benefits this may impact on the value of additional retirement benefits you may purchase by means of a transfer value.
 - If you have received a refund of contributions in respect of prior pensionable employment(s) with a Relevant Authority or Authorities you may (if eligible) consider repaying the refunded contributions plus applicable compound interest and potentially restore associated referable amounts accrued in respect of that employment and time towards vesting before consideration is given to purchasing additional retirement benefits by means of a transfer value. Further information on the Single Scheme purchase facility is available at www.singlepensionscheme.gov.ie/for-members