

The Transfer of Previous Public Sector employment to the Department of Education & Skills.

This form is to be completed by Organisations who are current members of the Public Sector Transfer Network.
Please note that persons in the Single Pension Scheme * cannot transfer

- (1) Previous public service
- (2) Monetary values either into or from a private pension plan

*Persons in the single pension scheme are people who commenced public sector employment since 01/01/2013 or who were working in the public sector prior to 01/01/2013 but had a break in service of 26 weeks or more.

In light of the various organisations involved in the transfer of pension entitlements, pension members seeking to transfer in their previous public sector service to the pensions schemes administered by this Department should do so at least 6 months prior to their retirement date.

Applications are processed based on the retirement date and the date of birth of the applicant.

Part 1 – To be completed by the pension member

NAME: _____ BLOCK LETTERS ONLY

PPSN: _____ DATE OF BIRTH: _____ CURRENT PRSI LIABILITY: _____

Data Protection Privacy Statement

The **main purpose** for which the Department requires the personal data provided by you is to assess, consider, transfer where possible any previous public service sector employment which you may have provided prior to your membership of your current pension scheme.

In order to process your service correctly, the personal data provided may be exchanged with any Government Department, and where necessary with the relevant Pension Scheme Administrator.

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 or that of your child's 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.

I, as the named pension member request, that my personal details and pensionable service be transferred your organisation to my current pension administrator and I confirm that I give my specific consent to my current pension administrator to seek and obtain any and all information from you my former pension administrator which is required in order to process my application.

I have read and understand the Data Protection Privacy Statement

SIGNED : _____ DATE : _____

Part 2 – To be completed by the applicant/ pension member

Please complete the following to enable your former employer to locate your details.

Has your name changed due to marriage / deed poll etc?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes state former name _____
Your Phone Number / Email contact details	_____ and _____
Please state any reference numbers you have in relation to your previous employment.	_____
Job title / Grade at the time service was given.	_____
Dates or approximate dates of service	_____ to _____
Was the service Whole time or Part time?	WT <input type="checkbox"/> PT <input type="checkbox"/> Combination of both part time and whole time <input type="checkbox"/>
Are you due to go on to Temporary Rehabilitation Rate of Pay?	Yes _____ No _____
When do you intend to retire from your current employer.	_____
Did you receive a refund of pension contributions or a refund of short service gratuity.	Yes _____ No _____
If so, when and how much was that Refund.	€ _____ on the _____
Name and Address of your current Pension Scheme Administrator	_____ _____

Email: pensions@education.gov.ie Web: www.education.ie

Return this form to :

Transfer section, Pension Unit, Department of Education & Skills, Cornmaddy, Athlone, Westmeath.

Part 3 – To be completed by the former Organisation

Name Of Organisation (Head Office)	_____
Address of Organisation	_____
Phone Number / Email address	_____ and _____
Location where service was given if different to above.	_____

Name of former employee :

PPS number of former employee

Was the above named a member of the Single Pension Scheme: YES

NO

1. Duration of pensionable service excluding unpaid absences: (Please give exact dates,)	From: _____ To: _____	Was Service PT/WT **	PRSI class paid A / D
		<input type="checkbox"/>	<input type="checkbox"/>
	From: _____ To: _____	<input type="checkbox"/>	<input type="checkbox"/>
	From: _____ To: _____	<input type="checkbox"/>	<input type="checkbox"/>
** Part time or Whole Time – Insert PT or WT		Years	Days
	Total pensionable service in years and days	_____	_____
Has all pension contribution for the above service been paid by the above named to your Organisation	Yes	No	
	<input type="checkbox"/>	<input type="checkbox"/>	
Was the vesting period completed for preserved benefit?	Yes	No	
	<input type="checkbox"/>	<input type="checkbox"/>	

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<p>2. Was s/he a member of the Spouses' and Children's Scheme?</p>	<p>Yes No</p> <p><input type="checkbox"/> <input type="checkbox"/></p> <p style="text-align: right;">Original Scheme Revised Scheme</p> <p style="text-align: right;"><input type="checkbox"/> <input type="checkbox"/></p> <p>If yes From _____ To _____</p>																		
<p>3. Duration of non-pensionable service excluding unpaid absences: (Please give exact dates.)</p> <p>** Part Time or Whole Time – Insert PT or WT</p>	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;"></th> <th style="width: 20%; text-align: center;">Was Service PT/WT **</th> <th style="width: 20%; text-align: center;">PRSI class A / D</th> </tr> </thead> <tbody> <tr> <td>From: _____ To: _____</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>From: _____ To: _____</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>From: _____ To: _____</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td></td> <td style="text-align: center;">Years</td> <td style="text-align: center;">Days</td> </tr> <tr> <td colspan="3">Total non-pensionable service in years and days _____</td> </tr> </tbody> </table>		Was Service PT/WT **	PRSI class A / D	From: _____ To: _____	<input type="checkbox"/>	<input type="checkbox"/>	From: _____ To: _____	<input type="checkbox"/>	<input type="checkbox"/>	From: _____ To: _____	<input type="checkbox"/>	<input type="checkbox"/>		Years	Days	Total non-pensionable service in years and days _____		
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	Years	Days																	
Total non-pensionable service in years and days _____																			

<p>4. Could the non-reckonable service at 3 above (If any) become reckonable for pension now?</p> <p>If yes, on what terms or at what cost?</p> <p>Exact cost :</p> <p>Under terms of Circular</p>	<p>YES _____ NO : _____</p> <p>Main Scheme € _____</p> <p>Spouses & Children Scheme : € _____</p> <p>Circular : _____</p> <p>Term to be applied:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
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<p>5. Give details of any service purchased through the Notional Service Purchase Scheme that he/she had at the date of their resignation from your organisation</p> <p>Was the contract to age 60 or 65?</p>	<p>By Lump Sum or By deductions from Salary</p> <p style="text-align: center;"> <input type="checkbox"/> <input type="checkbox"/> </p> <p>Amount of service actually purchased by the date employment ceased.</p> <p>Years _____ Days _____</p> <p>_____</p>
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<p>6. Did the above person receive a marriage gratuity, refund of contributions or other award?</p> <p>Period of service in respect of which payment was made</p> <p>If Yes: What was the date of payment and the amount of such award or refund?</p> <p>Did the gratuity/refund include spouse and children's contributions?</p> <p>Can this be made pensionable?</p> <p>If Yes, at what cost?</p> <p>If yes, are there are terms to be applied to make this gratuity/ refund pensionable.</p> <p>Is the cost inclusive of spouse and children's contributions?</p>	<p>Yes _____ No : _____</p> <p>Category of payment : _____</p> <p>_____</p> <p>Date ____/____/____ Amount: _____</p> <p>Yes _____ No : _____</p> <p>Yes _____ No : _____</p> <p>€ _____</p> <p>_____</p> <p>_____</p> <p>Yes _____ No : _____</p>
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<p>7. Is there a Pension Adjustment Order in place in respect of the employee's superannuation benefits payable under your scheme?</p>	<p>Yes _____ No : _____</p>
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<p>8 Are you prepared to allow the transfer between your scheme and the Primary / Secondary, Community and Comprehensive School Teachers Pension Scheme/ Superannuation (Education) Scheme on a knock for knock basis?</p> <p style="text-align: center;">Yes _____ No : _____</p>
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Signed: _____ Dated: ____/____/____

Print Name: _____ Official Stamp:

Position: _____

Email: pensions@education.gov.ie Web: www.education.ie

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